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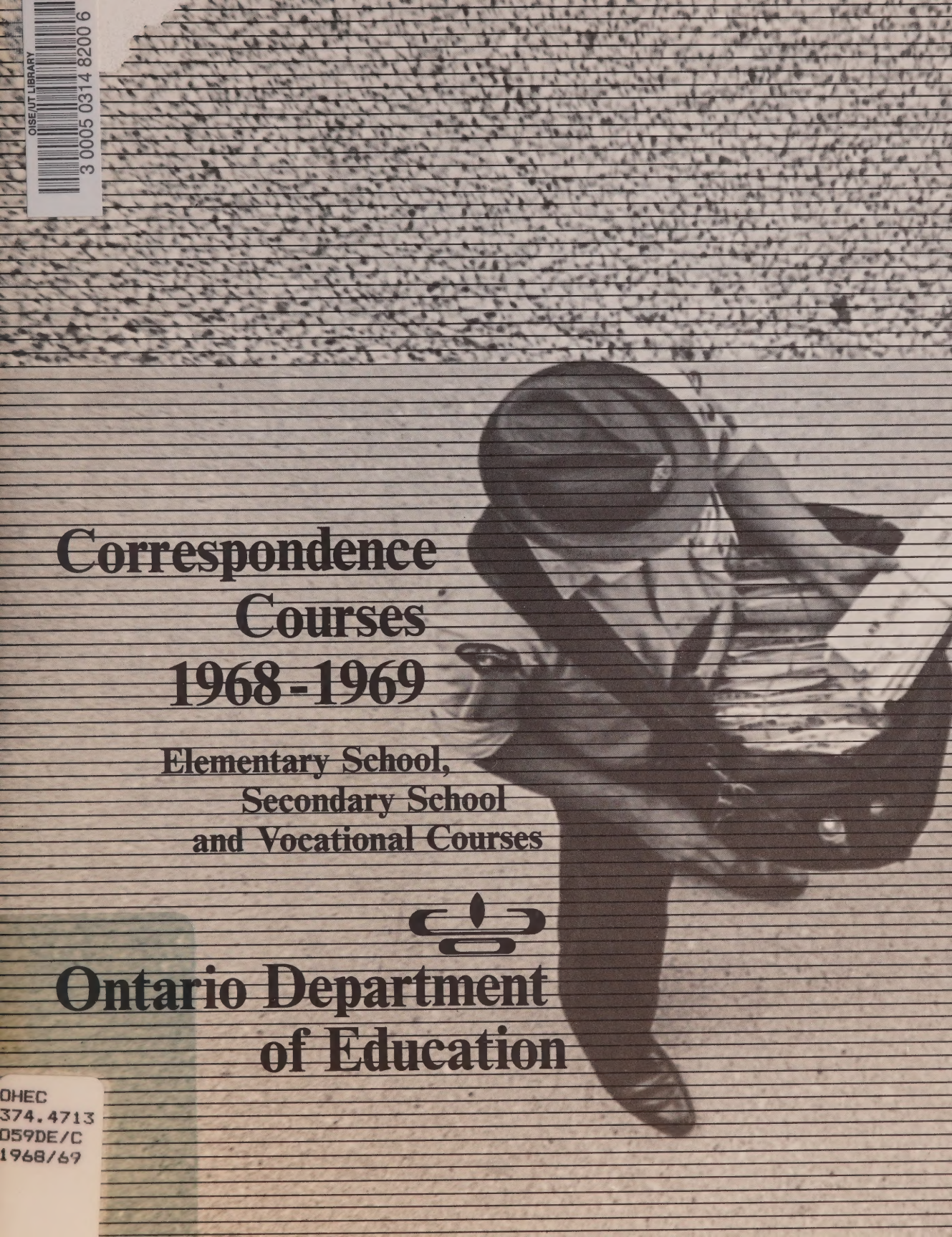

Correspondence Courses 1968-1969

Elementary School, Secondary School and Vocational Courses

Ontario Department of Education

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1968/69

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ONTARIO DEPARTMENT OF EDUCATION

MEMORANDUM TO: REGIONAL AND AREA SUPERINTENDENTS
PROGRAM CONSULTANTS
MUNICIPAL DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF PRIVATE SCHOOLS
PRINCIPALS OF TEACHERS' COLLEGES

RE: ONTARIO DEPARTMENT OF EDUCATION CORRESPONDENCE COURSES

A copy of the booklet giving information about the Correspondence Courses offered by the Department for the school year 1968-69 accompanies this memorandum.

Correspondence Courses in français are being introduced at the secondary school level. The Grade 13 course in français is available for 1968-69 and courses in français for other grades will be available in 1969-70.

Application forms and additional copies of the booklet may be obtained by writing to: Correspondence Courses, Department of Education, 1152 Bay Street, Toronto 5.

L. M. Johnston

L. M. Johnston,
Assistant Deputy Minister.

G. L. Duffin

G. L. Duffin,
Assistant Deputy Minister.

September 12, 1968.

Correspondence Courses 1968-1969

Elementary School, Secondary School and Vocational Courses

Ontario Department of Education

This booklet, which is an annual publication, should be retained by students and by educators directly interested, or passed along to other persons to whom it may be useful.

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DEPT. OF EDUCATION
HISTORICAL COLLECTION

Ontario Department of Education

Correspondence Courses, 1152 Bay Street, Toronto 5

Administrator/F. Hogg

Registrar/J. E. Hall
Office Manager/W. A. Argue

Elementary School Courses:
Miss E. M. Froud (Elementary School Adviser)
Miss M. J. Garden (Courses for English-speaking Pupils)
Miss I. Vachon (Courses for Bilingual Pupils)

Secondary School Courses:
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A. H. Carter, Adviser/Science
Mrs. M. O. Carter, Acting Adviser/Latin
Mrs. F. Deciry, Adviser/français
W. M. Drew, Adviser/English
Miss A. C. N. Hall, Adviser/English and French
J. A. Lychek, Adviser/Business and Commerce
F. B. MacMillan, Adviser/Mathematics
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G. A. Purdy, Adviser/Business and Commerce
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Advisers/365-6448
Office Management/365-6524

I Foreword

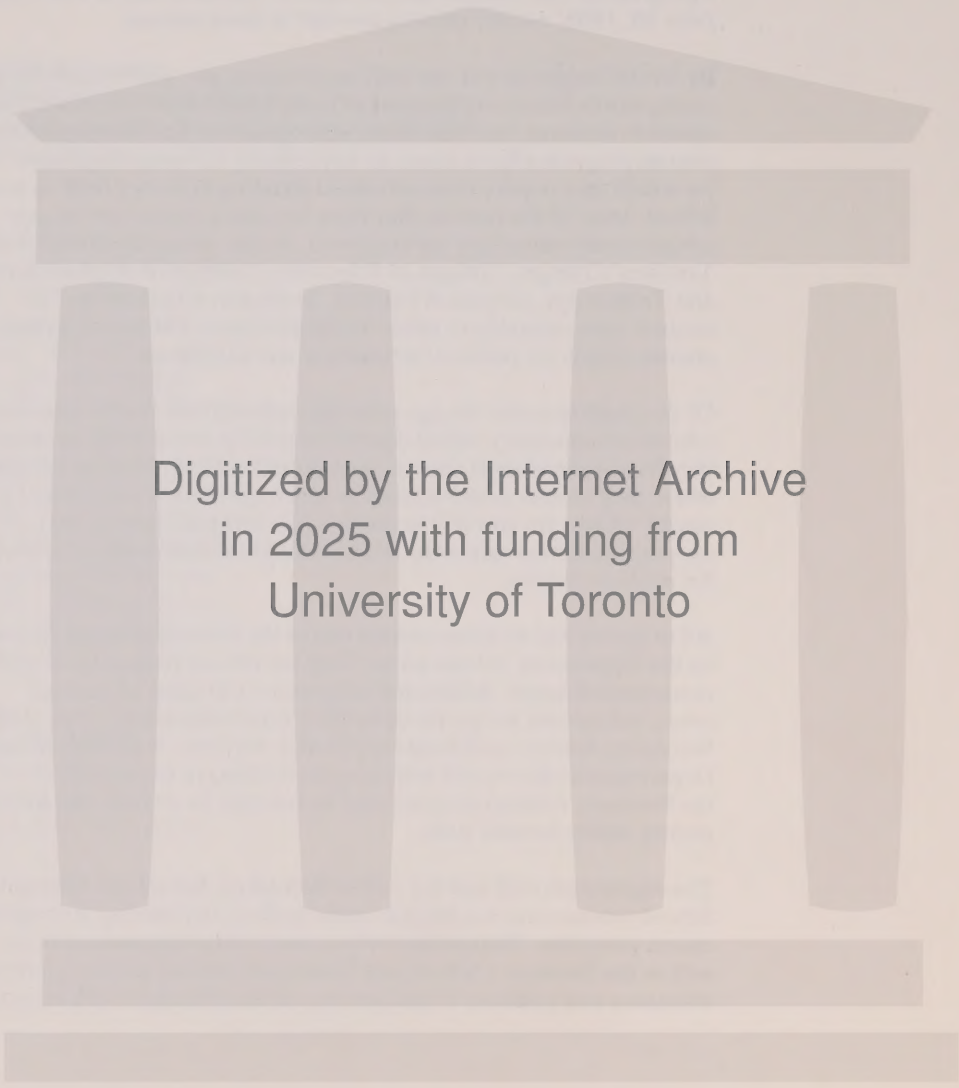
To meet the needs of Ontario residents who wish to raise their educational standing and cannot attend school, the Department of Education provides a program of free correspondence courses. Between July 1, 1967, and June 30, 1968, 44,581 persons enrolled in these courses.

By far the largest part of the total enrolment in any year is made up of young adults whose employment or home situation prevents their using other means to continue their secondary school studies. The correspondence courses program affords them the opportunity to realize objectives for which they require more advanced standing than they held on leaving school. Some of the reasons they have for taking courses are to earn advancement where they are employed, to gain admission to universities, Teachers' Colleges, Colleges of Education, Colleges of Applied Arts and Technology, Schools of Nursing, Institutes of Technology, or to enter apprenticeship or other training programs. Many students take courses simply for personal satisfaction and enjoyment.

Of the children under the age of sixteen who register for the elementary school and secondary school courses, a number are enrolled because they have accompanied their parents abroad and are residing temporarily where they cannot attend schools in which the Ontario curriculum is taught. Others are enrolled because, while living in Ontario, they are prevented from attending school because of distance from school or for medical reasons.

All of the correspondence courses follow the Courses of Study prescribed by the Department of Education. They are revised frequently to meet curriculum changes. Additional subjects are provided as the need arises. All courses are prepared by the Correspondence Courses staff of Secondary School and Elementary School Advisers, working with other Departmental officers and with persons teaching in the schools of the Province. Lessons are corrected by teachers in schools who have proven ability in their field.

The registration staff and the staff of Secondary School and Elementary School Advisers are available to assist students in planning correspondence course programs. The teachers who correct and evaluate lessons, as well as the Secondary School and Elementary School Advisers, provide assistance and guidance if students encounter difficulties with assignments.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II Elementary School Correspondence Courses

1. Elementary School Correspondence Courses for Children Under Sixteen Years of Age

Elementary school correspondence courses in Grades 1 to 8 are available for children who are unable to attend school.

Any child living in Ontario six years of age or over, and under the age of sixteen, who is unable to attend school for a period of three months or more, may be enrolled. A child normally resident in Ontario but living temporarily outside Canada and unable to attend a school in which the Ontario curriculum is taught, may be enrolled.

Courses are offered for all grades from 1 to 8. Bilingual courses in French and English are offered for all grades from 1 to 8 for French-speaking children who live in an area of Ontario where French is used as a language of instruction in the elementary schools by permission of the Minister of Education.

A child may begin a course at any time of the year between September 1 and May 15. If he is in good health, he should spend as much time on his studies each day as he would if he were attending school. By doing so, he should be able to complete the work of a whole grade in one year. When a child completes the work of one grade satisfactorily, he is given a certificate of promotion to the next grade. Pupils are expected to observe the regular vacation period in July and August.

A parent wishing to apply for an elementary school course for a child under sixteen years of age should obtain a copy of Application Form A from the Correspondence Courses, 1152 Bay Street, Toronto 5, Ontario; complete it; and return it, together with the child's last school report and either a doctor's certificate if the child is not well enough to attend school, or a recommendation for enrolment from the local Area Superintendent of Schools if distance is the reason for not attending school. The certificate or recommendation must state the reason for non-attendance and the probable duration of the child's absence from school.

There is no fee for any of the elementary school courses. Lessons are supplied and corrected free of charge. Answer paper is provided free to all pupils, and stamped envelopes for mailing lessons are provided for pupils living in Canada. Textbooks are lent free of charge. Pupils must return the books in good condition when they either complete or discontinue the courses for which the books have been lent.

A parent applying for a correspondence course for a child temporarily resident outside Canada must give the name and address of a person in Ontario who will act as liaison and assume the responsibility of forwarding books and lessons to the pupil. All material for the pupil is addressed to the liaison. He must repack it, print on it the pupil's foreign address and his own return address, prepare a Customs

Declaration, and pay sufficient postage to carry the material to its foreign destination.

Children living outside Canada who are enrolled in Grades 1 to 6 may send their lessons in for correction, but it is usually advisable for the person who supervises the work to check it soon after it is done and explain difficulties. If this is done, it is not necessary to send the lessons in for further marking. Mailing delays are likely to prevent lessons submitted to the Correspondence Courses from being returned in time for the teacher's comments and corrections to be of much help to the child. All lessons sent to the Correspondence Courses for marking should contain the required work in every subject. A child living outside Canada who is enrolled in Grade 7 or 8 and who can submit complete lessons is advised to send his work in for marking if at all convenient. By doing so, he can earn a certificate of promotion which will show that he has the necessary foundation for secondary school work.

2. Elementary School Correspondence Courses for Persons Sixteen Years of Age and Over

The Department of Education provides free correspondence courses in English and Mathematics in Grades 7 and 8 for persons sixteen years of age and over.

Any person living in Ontario, sixteen years of age and over, who is not attending a regular day school or private school, may be enrolled. Any person normally resident in Ontario but temporarily living outside Ontario may be enrolled. This includes Ontario persons who are members of the Canadian Armed Services. Any member of the Canadian Armed Services, no matter what his home province, may be enrolled when on duty outside Canada.

There is no fee for the courses in English and Mathematics in Grades 7 and 8. Lessons are supplied and corrected free of charge. Answer paper is provided free to all students and stamped envelopes for mailing lessons are provided for students living in Canada. Textbooks are lent free of charge. Students must return the books in good condition when they either complete or discontinue the courses for which the books have been lent.

A student may begin a course at any time of the year, even in July and August. When he completes satisfactorily the work of any course he will be given a certificate to this effect. When he has completed Grade 8 English and Grade 8 Mathematics, he may request enrolment in any of the Grade 9 correspondence courses.

An applicant temporarily living outside Canada must give the name and address of a person in Ontario who will assume the responsibility of forwarding books and lessons to him. All material for the student is addressed to the liaison. He must repack it, print on it the student's foreign address and his own return address, prepare a Customs Declaration, and pay sufficient postage to carry the material to its foreign destination.

An applicant for enrolment in the elementary school courses for adults should obtain a copy of Application Form E from the Correspondence Courses, 1152 Bay Street, Toronto 5, Ontario; complete it; and return it, together with proof of his educational standing.

III Secondary School Correspondence Courses

1. Introduction

Department of Education correspondence courses provide a way other than school attendance for persons to continue their education. Students enrol for many reasons – to earn admission to an institution of higher learning or course of training, to gain promotion where they are employed, to qualify for secondary school certificates, or to study for personal satisfaction and enjoyment.

Correspondence courses offer some advantages over other methods of study. Adult students may begin a subject at any time of the year, and as long as they submit satisfactory work, they may proceed at their own rate. They may suspend studies for a period in which they are unable to work at lesson assignments and resume studies, as soon as they can, from the point at which they discontinued. They can complete a correspondence subject and obtain standing in the subject at any time of the year. Any test, even the final test, may be written as soon as the student has completed the work on which it is based. Correspondence courses provide a means for continued study for adults who cannot attend evening classes because they work night shifts or have responsibilities which keep them at home.

Young students should remain at school as long as possible; they should not let the availability of correspondence courses influence them to leave. The correspondence course in any subject is comparable in scope and difficulty to a course in the same subject taken in school, and is likely to require one or more hours study a day.

A student who must be absent from school for a period of only two or three months during the school year should try to obtain from the school he has been attending the help he needs to keep up his studies. Since the order of the topics and the selection of the authorized textbooks on which the correspondence courses are based may differ from those being followed in his regular class, enrolment in correspondence courses to cover a short period of absence from school is unlikely to be beneficial. Courses cannot be altered to suit textbooks other than those already chosen by the Correspondence Courses.

2. Conditions for Enrolment

i) Any resident of the Province of Ontario may be enrolled if he cannot attend a secondary day school or private school. A student is not eligible for enrolment during the summer vacation that follows attendance at school unless he was completing at school either Grade 12 of the Four-Year Program or Grade 13 and does not intend to return to school in September.
ii) Any person normally resident in Ontario but temporarily living outside Ontario may be enrolled. This includes Ontario persons who are members of the Canadian Armed Services.
iii) any member of the Canadian Armed Services, no matter what his home province, may be enrolled when on duty outside Canada.

A member of the Canadian Armed Services who has done some secondary school work in a province other than Ontario, and hopes by means of correspondence courses to complete subjects he needs to qualify for a school certificate from that province, is advised to apply to the Department of Education of his home province for the subjects he requires. Subjects completed through Ontario correspondence courses confer standing for certificates issued by Ontario, but they may not confer standing towards secondary school certificates issued by other provinces. In each province the Department of Education sets the requirements for the school certificates it issues.

3. Courses Offered

Courses are offered in subjects of both the Secondary School Five-Year Program and the Secondary School Four-Year Program.

The terms "Five-Year Program" and "Four-Year Program" may be unfamiliar to persons who left school more than two or three years ago. The Five-Year Program is so called because it comprises five grades – Grades 9-13 – and can be completed in five years by a student attending a secondary school. This program is chosen by students who are strong academically and hope to go on to university or professional courses for which standing in either Grade 13 or Grade 12 of the Five-Year Program is the admission requirement.

In the Four-Year Program there are only four grades – Grades 9-12. It can be completed in four years by a student attending school. This Program is chosen by students whose objectives do not require the intensive preparation of the Five-Year Program.

In both the Five-Year Program and the Four-Year Program there are three Branches or streams of study. A student in either Program chooses one of the following Branches:

The Arts and Science Branch

The Business and Commerce Branch

The Science, Technology, and Trades Branch

In all Branches of the Five-Year Program students study many of the same subjects. A student enrolled in the Arts and Science Branch of the Five-Year Program studies academic subjects entirely or nearly entirely. A student enrolled in the Business and Commerce Branch of the Five-Year Program takes additional work in commercial subjects; a student in the Science, Technology, and Trades Branch of the Five-Year Program takes additional work in technical subjects. All three Branches of the Five-Year Program lead to Grade 13.

In all Branches of the Four-Year Program students study many of the same subjects. A student enrolled in the Arts and Science Branch of the Four-Year Program studies academic subjects entirely or nearly entirely. A student enrolled in the Business and Commerce Branch of the Four-Year Program takes some academic subjects but concentrates mainly on commercial subjects. A student in the Science, Technology, and Trades Branch of the Four-Year Program takes some academic subjects but concentrates mainly on technical subjects.

In most cases the content of the course in a subject in the Five-Year Program differs considerably from the content of the course in the same subject in the Four-Year Program.

A list of the subjects offered through correspondence courses in both the Five-Year Program and the Four-Year Program follows. Each subject has an identification code number. Pages 43 to 70 describe the contents of the courses. Requirements for standing at various levels in any Branch of either Program are explained on pages 28 to 42.

i) Subjects of the Five-Year Program

(This is a list of the Five-Year Program subjects offered through correspondence courses. It is *not* a list of the requirements for standing at any level.)

Grade 9
English (E95ABS)
History (H95-4ABS)
Geography (G95-4ABS)
Mathematics* (M95ABS)
Science (S95-4ABS)
French (F95ABS)
Business Practice (BP95B-4ABS)
Typewriting I (T95-4ABS)

Grade 10
English (E105ABS)
History (H105ABS)
Geography (G105-4ABS)
Mathematics* (M105ABS)
Science (S105ABS)
French (F105ABS)
Latin (L105ABS)
Bookkeeping I (BK105-4ABS)
Typewriting II (T105-4ABS)
Shorthand I (SH105-114ABS)
Business Mathematics (BM105B)

Grade 11
English (E115ABS)
World History I (WH115ABS)
Geography I (G115ABS)
Mathematics I* (M115ABS)
Physics (P115ABS)
French (F115ABS)
Latin (L115ABS)
Bookkeeping II (BK115-124ABS)
Shorthand II (SH115-124ABS)
Business Organization and Management (BO115-4ABS)
Office Practice (OP115-4ABS)

Grade 12
English (E125ABS)
World History II (WH125ABS)
Geography II (G125ABS)
Mathematics II* (M125ABS)
Chemistry (C125ABS)
French (F125ABS)
Latin (L125ABS)
Accountancy (AC125-4ABS)
Business Law (BL125-4ABS)

*The Mathematics courses in Grades 9-12 of any Five-Year Program are all based on *new* Mathematics.

Grade 13
English (E135)
français (f135)
History (H135)
Geography (G135)
Algebra (old)** (A135)
Geometry** (GM135)
Trigonometry and Statics** (T&S135)
Mathematics A* (MA135)
Mathematics B* (MB135)
Biology (BY135)
Physics (P135)
Chemistry (C135)
Latin (L135)
French (F135)
Accountancy Practice (AP135)

*These courses are based on *new* Mathematics.
**These courses are based on *old* Mathematics.

ii) Subjects of the Four-Year Program

(This is a list of the Four-Year Program subjects offered through correspondence courses. It is *not* a list of the requirements for standing at any level.)

Grade 9

English (E94ABS)
History (H95-4ABS)
Geography (G95-4ABS)
Mathematics* (M94AS)
Science (S95-4ABS)
Typewriting I (T95-4ABS)
Business Practice (BP95B-4ABS)
French (F95ABS)

Grade 10

English (E104ABS)
History (H104ABS)
Geography (G105-4ABS)
Mathematics* (M104AS)
Science** (S104AB)
Science** (S104S)
French (F105ABS)
Latin (L105ABS)
Bookkeeping I (BK105-4ABS)
Typewriting II (T105-4ABS)
Business Mathematics (BM104BS)

*These courses are based on *old* Mathematics.
**See pages 57 and 58.

Grade 11
English (E114ABS)
World Politics (WP114ABS)
Geography (G114ABS)
Mathematics* (M114AS)
Physics (P114S)
Biology (BY11-124ABS)
Geology (GL11-124ABS)
Chemistry (C11-124AB)
Shorthand I (SH105-114ABS)
Business Organization and Management ((BO115-4ABS)
Marketing I (MK115A-4ABS)
Office Practice (OP115-4ABS)
Business Mathematics (BM114BS)
French (F115ABS)
Latin (L115ABS)

Grade 12
English (E124ABS)
Economics (EN124ABS)
Geography (G124ABS)
Mathematics* (M124AS)
Chemistry** (C11-124AB)
Chemistry** (C124S)
Biology (BY11-124ABS)
Geology (GL11-124ABS)
Bookkeeping II (BK115-124ABS)
Shorthand II (SH115-124ABS)
Business Law (BL125-4ABS)
Marketing II (MK125A-4ABS)
Business Mathematics (BM124BS)
Accountancy (AC125-4ABS)
French (F125ABS)
Latin (L125ABS)

*These courses are based on *old* Mathematics.
**See page 60.

4. Cost

i) Fees
There is no fee for any of the secondary school correspondence courses.

ii) Material and Services Provided
All lessons are supplied and corrected free of charge. Answer paper is provided to all students. Stamped envelopes for mailing lessons are supplied for students living in Canada. Textbooks are lent free of charge to students enrolled in all grades except Grade 13. They must be returned in good condition when the course for which they have been lent is completed or discontinued. An agreement to return textbooks is printed at the end of each form-of-application for correspondence courses and must be signed by any student registering for enrolment.

iii) Recommended Dictionaries
A good dictionary is a necessity for students enrolled in English courses and is only slightly less important for students enrolled in other courses.

Dictionaries	Publisher		Cost
Webster's New Collegiate Dictionary	Thos. Allen Ltd. 50 Prince Andrew Blvd. Don Mills, Ontario	(plain) (indexed)	$6.50 7.50
Pocket Oxford Dictionary	Oxford University Press 70 Wynford Drive Don Mills, Ontario		2.95
Concise Oxford Dictionary	Oxford University Press 70 Wynford Drive Don Mills, Ontario	(plain) (indexed)	5.00 6.00
Collins Etymological and Reference Dictionary	Science Research 44 Prince Andrew Place Don Mills, Ontario		1.30
Dictionary of Canadian English (Senior Dictionary)	W. J. Gage Ltd. 1500 Birchmount Road Scarborough, Ontario		6.50

iv) Textbooks for Grade 13 Students
Grade 13 students must purchase their own textbooks. The books may be obtained from a local dealer or direct from the publishers. Students who order from the publisher should state that they are enrolled with the Correspondence Courses and enclose a money order for the cost of the books. The Correspondence Courses does not stock these books and cannot order them for students.

The textbooks for 1968-1969 Grade 13 courses follow.

Textbook	Publisher	Cost
Grade 13 English		
Techniques of Good Writing (Ford)	The Book Society of Canada Agincourt, Ontario	$3.25
Handbook of English Composition (Brown)	Clarke, Irwin and Co. Ltd. 791 St. Clair West Toronto 10, Ontario	1.35
Man and His World (Ross and Stevens)	J. M. Dent and Sons 100 Scarsdale Road Don Mills, Ontario	2.75
An Anthology of Verse (Charlesworth and Lee)	Oxford University Press 70 Wynford Drive Don Mills, Ontario	2.50
Hamlet (Shakespeare) Falcon Edition	Longmans Canada Ltd. 55 Barber Greene Road Don Mills, Ontario	1.25
The Old Man and the Sea (Hemingway) School Edition	S. J. R. Saunders and Co. 1885 Leslie Street Toronto, Ontario	2.25
Caesar and Cleopatra (Shaw)	Longmans Canada Ltd. 55 Barber Greene Road Don Mills, Ontario	1.65
français 13e année		
Beaux textes des lettres françaises Editions Leclerc (Marion)		2.90
Conteurs Canadiens français époque contemporaine (Thério)		3.50
Andromaque (Les petits classiques Bordas) (Racine)		.50
Topaze (Livre de poche #294) (Pagnol)		.95
Les saints vont en enfer (Livre de poche #2301-02) (Cesbron)		1.45

Textbook	Publisher	Cost
Rue Deschambault (édition ordinaire) (Gabrielle Roy)		$2.25
Le Plan (Livre de l'élève) (L. Geslin et J. M. Laurence)		2.65
Initiation à la phonétique (R. Bergeron)		1.80
Précis de grammaire française (Grévisse)		2.25
Dictionnaire Larousse		7.75

Note: Vous trouverez, sans doute, les manuels ci-dessus mentionnés dans une librairie de votre localité. Cependant, au cas où vous auriez de la difficulté à vous les procurer, ils peuvent s'obtenir à l'adresse suivante:

Le coin du livre, 256 avenue King Edward, Ottawa 2.

Grade 13 History

The North American Nations (McInnis)	J. M. Dent and Sons 100 Scarsdale Road Don Mills, Ontario	3.25
Canada and the United States (Cook and McNaught)	Clarke, Irwin & Co. Ltd. 791 St. Clair West Toronto 10, Ontario	3.95
Two Democracies (Farr, Moir and Mealing)	The Ryerson Press 299 Queen St. West Toronto 2B, Ontario	3.75

Grade 13 Geography

Canada: A Regional Geography (Tomkins and Hills)	W. J. Gage Ltd. 1500 Birchmount Avenue Scarborough, Ontario	4.50
A Regional Geography of Canada (Putnam and Kerr)	J. M. Dent and Sons 100 Scarsdale Road Don Mills, Ontario	4.50
The Canadian Oxford School Atlas (Pleva and Inch) Second Edition	Oxford University Press 70 Wynford Drive Don Mills, Ontario	2.50
Regional and Resource Planning (Krueger, Sargent, de Vos, Pearson)	Holt, Rinehart, Winston 833 Oxford Drive Etobicoke, Ontario	2.50

Textbook	Publisher	Cost
Grade 13 Mathematics A Introduction to Analysis		
Analysis 13 (Del Grande, Duff, Egsgard, Kirby) 1967 Edition	W. J. Gage Ltd. 1500 Birchmount Avenue Scarborough, Ontario	$5.50
Grade 13 Mathematics B Algebra (new)		
Algebra 13 (Coleman, Del Grande, Duff, Egsgard, Kirby) 1967 Edition	W. J. Gage Ltd. 1500 Birchmount Avenue Scarborough, Ontario	5.50
Grade 13 Algebra (old)		
Algebra – A Senior Course (Petrie, Baker, Levitt, MacLean) Revised Edition	Copp Clark Co. Ltd. 517 Wellington St. West Toronto 2B, Ontario	2.70
Grade 13 Geometry (old)		
A Modern Analytic Geometry (Edgett, Burford, Kippen, Mitchell, Newnham)	The Ryerson Press 299 Queen St. West Toronto 2B, Ontario	3.25
Grade 13 Trigonometry and Statics (old)		
Elements of Trigonometry and Statics (Petrie, Baker, Levitt, MacLean) Revised Edition	Copp Clark Co. Ltd. 517 Wellington St. West Toronto 2B, Ontario	3.75
Grade 13 Biology		
Biological Science – Principles and Patterns of Life (Galbraith and Wilson) Revised Edition	Holt, Rinehart, Winston 833 Oxford Drive Etobicoke, Ontario	7.20
Grade 13 Physics		
PSSC: Physics (1965 Edition)	Copp Clark Co. Ltd. 517 Wellington St. West Toronto 2B, Ontario	7.35
PSSC: Laboratory Guide (1965 Edition)	Copp Clark Co. Ltd. 517 Wellington St. West Toronto 2B, Ontario	1.75
Grade 13 Chemistry		
The Essentials of Chemistry (Graham and Cragg)	Clarke, Irwin & Co. Ltd. 791 St. Clair West Toronto 10, Ontario	5.40

Textbook	Publisher	Cost
Grade 13 Latin		
Latin Composition for Grade 13 (Breslove)	W. J. Gage Ltd. 1500 Birchmount Road Scarborough, Ontario	$2.90
Latin Prose Selections for Grade 13	Thomas Nelson and Sons Canada Ltd. 81 Curlew Drive Don Mills, Ontario	2.50
Latin Poetry Selections for Grade 13	Thomas Nelson and Sons Canada Ltd. 81 Curlew Drive Don Mills, Ontario	2.50
Grade 13 French		
Cours Moyen, Part I	Clarke, Irwin & Co. Ltd. 791 St. Clair West Toronto 10, Ontario	3.25
Cours Moyen, Part II	Clarke Irwin & Co. Ltd. 791 St. Clair West Toronto 10, Ontario	3.30
Contes Choisis de Guy de Maupassant (Harrap Edition)	Clarke, Irwin & Co. Ltd. 791 St. Clair West Toronto 10, Ontario	1.65
Le Bourgeois Gentilhomme (Molière)	Copp Clark Co. Ltd. 517 Wellington St. West Toronto 2B, Ontario	1.65
Rue Deschambault (Roy)	Librairie Beauchemin Ltée. 450 Ave. Beaumont Montréal 15, Québec or University of Toronto Bookstore Front Campus Toronto 5, Ontario	2.25 (+ .15 postage) 2.25
Exercises for *Rue Deschambault*	Librairie Beauchemin or University of Toronto Bookstore	.75
Grade 13 Accountancy Practice		
Basic Accounting Practice (Seggie and Robinson) Revised Edition	Sir Isaac Pitman and Sons Ltd. 383 Church St. Toronto 2, Ontario	4.50

5. Choosing a Program of Correspondence Studies

If your objective in taking correspondence courses is to complete a particular grade or to qualify for a Graduation Diploma or Statement of Standing, consult the appropriate page of this booklet to find out what subjects you would require.

If you are undertaking correspondence studies for personal satisfaction or enjoyment, you are free to select the subjects that interest you.

If your objective is to enter some institution or college in the province, you should know the admission requirements:

For information about university admission requirements you should consult the university you hope to attend. (Mature applicants are very often admitted with fewer Grade 13 subjects than are younger students who apply for admission immediately after attending secondary school.)

The present requirements for admission to Teachers' College are standing in Grade 13 English and five other Grade 13 credits. (If you have questions about admission to Teachers' College with secondary school standing obtained outside Ontario, you should refer them to the Teacher Education Branch, Department of Education, 44 Eglinton Avenue West, Toronto 12.)

The present standing required for the admission of persons under 25 years of age to Schools of Nursing in courses leading to the R.N. Diploma is a minimum of Grade 12 in any Branch of either the Five-Year Program or Four-Year Program, including Mathematics at least to the end of Grade 10 and Science in Grades 11 and 12. (The Science subjects of students entering nursing from the Secondary School Five-Year Program are Physics and Chemistry; the Science subjects of students entering Nursing from the Four-Year Program are Chemistry and *either* Physics *or* Biology.) Applicants for admission to Schools of Nursing who are 25 years of age or over may be accepted with Grade 12 standing in any Five-Year Program or Four-Year Program without the stipulation regarding the inclusion of Mathematics and Science. Any School of Nursing may require applicants for admission to have standing higher than the minimum; some require applicants to have Grade 13 standing.

The present standing required for admission to the Registered Nursing Assistant's course is Grade 10 in any Five-Year Program or Four-Year Program. You may refer any questions you have about Nurses' Training to the College of Nurses of Ontario, 10 Price Street, Toronto.

For information about requirements for admission to Colleges of Applied Arts and Technology, you should write direct to the College you would attend. A list of the Colleges appears on pages 74 and 75 of this booklet.

You may obtain information about the requirements for beginning an apprenticeship program from the Industrial Training Branch, Department of Labour, 74 Victoria Street, Toronto.

Particulars about the standing required for entering other courses of training should be obtained from the sources where the courses are offered.

The objective you set for yourself should be one you believe you are capable of realizing. You will have a good idea of your own scholastic ability from your school reports and from knowledge you have of your own interests, accomplishments and personality. If you left school without completing any secondary school work, or very little, and you feel that your abilities are other than academic, you should give serious consideration to selecting an objective for which subjects of the Four-Year Secondary School Program will be sufficient. On the other hand, if you covered some work at the secondary level at school and had to leave for financial reasons or reasons other than lack of ability or application – particularly if you are a person who reads widely or has completed successfully courses of training, extension courses or evening courses obtained from other sources – it may be practical for you to aim for more ambitious goals. A realistic assessment of your abilities will enable you to select the best objective for yourself.

Once you know the Secondary School Program – Five-Year or Four-Year – and which subjects in the Program you need for your objective, decide which subjects or subjects you will request initially and the levels at which you will apply for enrolment. It is a good plan to select as your first subjects those which you find interesting and have had the most success with in the past.

The level at which you enrol in a subject will, in general, depend on the level of your previous standing in the subject; this will hold true especially in subjects such as French, Latin, Mathematics, Science, Book-keeping, Typewriting, Shorthand, in which the work at one level bears upon or continues from the work covered at the previous level. Usually it is necessary for a student to begin at the first lesson in any subject.

If you are an adult student who shows skill in English, it may be possible to offer you enrolment in subjects like English, History and Geography at advanced levels. If you have reasonably good standing in English at the Grade 10 level, you may be permitted to enrol at the Grade 11 level in History and Geography, as well as in English, even if you have not standing in Grade 10 History and Geography. Similarly, if you have reasonably good standing in English at the Grade 12 level, you may be offered Grade 13 History and Geography, as well as English, even if you have not standing in Grade 12 History and Geography.

You are not required to complete all of the subjects in any one grade before proceeding to any subjects in a higher grade. In any grade you need do only the subjects which lead to your objective and you may omit those not required for your objective. You may study even a single subject through successive grades if you wish. You should not repeat any subject in which you have already obtained standing. You may be enrolled simultaneously in subjects at different grade levels.

You may request a change of subjects or a change in the level of your enrolment in any subject at any time.

The Registration Staff and the Secondary School Advisers of the Correspondence Courses are ready to counsel you if you do not know what choice of subjects to make or at what grade levels to begin. Their advice will be based on the official school records you present and the particulars you provide about your educational background. The Correspondence Courses does not administer aptitude tests or tests to rate academic standing.

6. Enrolment Procedure

i) Once a student has chosen his program and decided what subject or subjects he will request first, he should complete Application Form C and return it to the Correspondence Courses, together with an official transcript of his secondary school record.

Applicants under 16 years of age prevented from attending school because of illness must also submit a medical certificate stating the nature of the illness and the probable duration of absence from school. Applicants under 16 years of age prevented from attending school because of distance from school must submit a recommendation for enrolment from the local secondary school principal or local Area Superintendent of Schools.

An applicant temporarily living outside Canada must give the name and address of a person in Ontario (a liaison) who will assume the responsibility of forwarding books, lessons and corrected assignments to the student. (The liaison of a Grade 13 student will have the additional responsibility of purchasing the required textbooks for the student.) All material for the student is addressed to the liaison. He must repack it, print the student's foreign address and his own return address, prepare a Customs Declaration, and put on sufficient postage to carry the material to its foreign destination. Members of the Canadian Armed Services enrolled while on duty outside Canada may request that their lessons and textbooks be sent to an Armed Services Mailing Office in Canada for forwarding abroad rather than to an Ontario liaison. Postage sufficient only to carry the material by third class mail from the Correspondence Courses to the Mailing Office will be paid by the Correspondence Courses.

ii) An adult applicant should request enrolment initially in not more than three courses. The correspondence course in any subject is comparable in scope and difficulty to a course in the same subject taken in school, and is likely to require one or two hours study a day over a period of seven or eight months. Requests for additional courses may be made after the student has completed satisfactorily five or six lessons in his first three courses.

If correspondence courses are to be the equivalent of school attendance for a student under 16 years of age, the student's correspondence program should include the same number of subjects he would be studying if he were attending school, and he should submit a lesson a week in each subject.

iii) After a student's application has been received and accepted, he is sent the first six lessons in each of the courses in which he is being enrolled, the textbooks (unless he is being enrolled in Grade 13 courses) and necessary supplies. As soon as he completes any lesson, he should mail it and immediately proceed with the next lesson. He should not wait for the return of any marked lesson before beginning the next lesson. With each marked lesson new work is sent out. This procedure ensures that the student will have new work on hand at all times.

Students living abroad are sent the entire course for each subject in which they are being enrolled. If applicants who are shortly going abroad can arrange to visit the Correspondence Courses offices before they leave the country, they may pick up lessons and textbooks to take with them.

iv) After a student completes any course, enrolment in further courses is not automatic. It is necessary for him to make the request on a mailing form, or by letter or telephone.

7. Aids to Study

Over the past 25 years, during the time that secondary school correspondence courses have been available, thousands of students of all ages, with various backgrounds, in diverse circumstances, and with varying motives, have used this method of study successfully. What they have been able to achieve has been due at least in part to good study habits.

If you are enrolling in your first correspondence course and have not done any studying for some time, you may find the following directions helpful in developing your own good study habits:

i) Arrange a regular place of study, removed from the distractions of family and friends, radio or TV. Before beginning your work see that all the books and materials you will need are gathered there, so that you will not have to interrupt your studies to search for some item. Keep materials concerning other interests separate.

If another member of your family is similarly engaged in quiet work, this companionship may be a strength rather than a hindrance, but it is well to keep a strict rule of silence during the study period.

ii) Arrange a regular time of study, and organize a schedule. For the most part the correspondence courses are planned so that by spending one hour a day on a subject for five days, one lesson may be completed. If you are taking three courses, it is expected that you will spend three hours a day. You may prefer to concentrate on one course for one three-hour session at a time. It is wise to set up a regular timetable, such as you would follow in school, and keep to it; your progress through any course will be easier and faster if you do.

8. Procedure for Completing and Returning Lessons

i) Read carefully the lesson material and the textbook pages assigned. Follow all instructions.

ii) Answer carefully, and as completely as you can, the questions of the assignment.

If there is one part of the assignment which you are unable to answer completely, do as much of it as you can so that your teacher will see where your difficulty lies. When you submit the lesson, ask him to explain the troublesome part.

If you have difficulty in answering a great part of the assignment, it may be that you have not studied with sufficient care, the lesson or lessons on which it is based, and that you will have to re-study the material before you can proceed.

iii) Before submitting your work, check it carefully to make sure you have not omitted any assignments. At the same time you will be able to improve expressions, and to correct spelling, punctuation or mathematical errors.

iv) Fasten together all assignments in one lesson in one subject, with the pages in the correct order and the questions properly numbered. Print your name, address, grade and subject at the top of each page of the lesson.

Enclose all of your work for one lesson in an envelope with a mailing form. Do not submit more than one lesson in one envelope.

v) Mail each lesson as soon as you complete it. If you do so, there will be time for the lesson to be corrected and returned to you with new lessons before you run out of work.

vi) After mailing a lesson for correction, proceed with the next lesson. Do not wait for the return of any lesson before going on with the next.

vii) When you receive a marked lesson, look not only for the grading but also for the teacher's comments and corrections. Study these carefully so that you will not make the same errors again in later work.

If the teacher's suggestions do not enable you to correct your errors or overcome your difficulties, request further assistance when you submit your next lesson. State where each difficulty arises, giving lesson number, assignment number, and question number.

Any lesson graded 50% or higher is considered satisfactory. A lesson graded lower than 50% should be repeated as soon as possible after careful review and submitted again for correction.

viii) If you change your address, please write your new address on your lessons and mailing forms and call attention to it.

9. Re-enrolment

Correspondence students occasionally find it necessary for some urgent reason to discontinue their courses temporarily. If the interruption in study is likely to be a matter of only a few weeks, they need not inform the Correspondence Courses or return textbooks or lessons which have been lent to them. To re-establish their enrolment when they are free to continue their studies, they need only resume the sending of lesson assignments for marking.

Any student who must discontinue his courses altogether, or foresees that an interruption in his studies will be for any period longer than two months, must return textbooks and supplies lent to him so that they may be made available to some other student.

If a student wishes to re-establish his enrolment after returning supplies, and the period of his inactivity has been less than two years, he is not required to complete another form-of-application. He should inform the Correspondence Courses by letter or by telephone of his wish to resume study. In doing so he should notify the Correspondence Courses of any change of address and indicate which lessons and textbooks he needs. If the course he wishes to resume has not been revised since he discontinued, he may recommence from the point in the course at which he left off.

A student who wishes to resume his enrolment in Correspondence Courses after a period of inactivity of more than two years should request a form-of-application for enrolment, complete it, and return it together with proof of his educational standing. On the application form he should give as accurately as possible the information requested about his previous enrolment. He will be permitted to resume any course from the point he reached in his previous enrolment if the course has not been revised.

10. Requirements for Standing

Courses fall into two categories – non-test subjects, in which tests are not required, and test subjects, in which tests are required.

i) Standing in Non-Test Subjects
To obtain standing in any Grade 9 subject, any Grade 10 subject, or any Grade 11 non-test subject a student must complete satisfactorily all of the lesson assignments of the course. The number of lessons to be completed varies from 15 to 36.

ii) Standing in Test Subjects
To obtain standing in any Grade 12 subject or any Grade 11 test subject a student must, in addition to completing all of the lesson assignments, pass the supervised tests, usually three in number – Tests A, B and C. Test A is written after he has completed approximately one-third of the course; Test B is written after he has completed approximately two-thirds of the course; Test C is the final test.

To obtain standing in any Grade 13 subject a student must, in addition to completing all of the lesson assignments, pass two supervised tests — Tests A and B. Test A is written after he has completed approximately half of the course, and Test B is the final test.

The test subjects are listed on pages 25 and 26.

iii) List of Test Subjects

Test Subjects in Grade 11 of the Five-Year Program

Subject and total number of lessons	Test A follows	Test B follows	Test C follows
World History, Part I (36)	lesson 12	lesson 24	lesson 36
Geography (24)	lesson 8	lesson 16	lesson 24
Mathematics, Part I (30)	lesson 10	lesson 20	lesson 30
Physics (30)	lesson 10	lesson 20	lesson 30
Bookkeeping II (20)	lesson 8	lesson 14	lesson 20
Business Organization and Management (25)	lesson 8	lesson 15	lesson 25
Shorthand II (30)	lesson 10	lesson 20	lesson 30
Office Practice (25)	lesson 8	lesson 16	lesson 25

Tests in Grade 12 of the Five-Year Program

Subject and total number of lessons	Test A follows	Test B follows	Test C follows
English (30)	lesson 10	lesson 20	lesson 30
World History, Part II (36)	lesson 12	lesson 24	lesson 36
Geography, Part II (20)	lesson 8	lesson 14	lesson 20
Mathematics, Part II (27)	lesson 10	lesson 20	lesson 27
Chemistry (30)	lesson 10	lesson 20	lesson 30
French (36)	lesson 12	lesson 24	lesson 36
Latin (36)	lesson 12	lesson 24	lesson 36
Accountancy (20)	lesson 7	lesson 12	lesson 20
Business Law (25)	lesson 11	lesson 18	lesson 25

Tests in Grade 13

Subject and total number of lessons	Test A follows	Test B follows
English (20)	lesson 12	lesson 20
français (20)	lesson 9	lesson 20
History (20)	lesson 9	lesson 19
Geography (20)	lesson 10	lesson 20
Mathematics A (20)	lesson 12	lesson 20
Mathematics B (20)	lesson 10	lesson 20
Algebra "old" (20)	lesson 13	lesson 20
Geometry (20)	lesson 10	lesson 20
Trigonometry and Statics (20)	lesson 11	lesson 20
Physics (20)	lesson 11	lesson 20
Chemistry (20)	lesson 10	lesson 20
Biology (20)	lesson 10	lesson 20
French (20)	lesson 10	lesson 20
Latin (20)	lesson 10	lesson 20
Accountancy Practice (10)	lesson 4	lesson 10

Test Subjects in Grade 11 of the Four-Year Program

Subject and total number of lessons	Test A follows	Test B follows	Test C follows
World Politics (30)	lesson 8	lesson 19	lesson 30
Geography (30)	lesson 9	lesson 21	lesson 30
Mathematics (30)	lesson 11	lesson 18	lesson 30
Business Mathematics (15)	lesson 8	lesson 15	
Physics (30)	lesson 10	lesson 20	lesson 30
Biology (30)	lesson 10	lesson 20	lesson 30
Geology (30)	lesson 10	lesson 20	lesson 30
Chemistry (30)	lesson 10	lesson 20	lesson 30
Business Organization and Management (25)	lesson 8	lesson 15	lesson 25
Marketing I (20)	lesson 10	lesson 20	
Office Practice (25)	lesson 8	lesson 16	lesson 25

Tests in Grade 12 of the Four-Year Program

Subject and total number of lessons	Test A follows	Test B follows	Test C follows
English (30)	lesson 8	lesson 18	lesson 30
Economics (30)	lesson 8	lesson 30	
Geography (30)	lesson 10	lesson 20	lesson 30
Mathematics (30)	lesson 11	lesson 23	lesson 30
Business Mathematics (15)	lesson 8	lesson 15	
Chemistry (30)	lesson 10	lesson 20	lesson 30
Biology (30)	lesson 10	lesson 20	lesson 30
Geology (30)	lesson 10	lesson 20	lesson 30
Bookkeeping II (20)	lesson 8	lesson 14	lesson 20
Shorthand II (30)	lesson 10	lesson 20	lesson 30
Marketing II (20)	lesson 10	lesson 20	
Business Law (18)	lesson 11	lesson 18	
Accountancy (20)	lesson 7	lesson 12	lesson 20

iv) Testing Procedure

When a student approaches the point in any test subject at which his first test is to be written, he is sent a form on which he is asked to nominate someone willing to act as his supervisor. He need not name a professional person, but he is expected to select a responsible person, and he is asked to say why he considers the person would be acceptable to the Correspondence Courses. He may not nominate anyone related to him, anyone living at his address, anyone either enrolled in correspondence courses or attending school.

As soon as the student has completed the portion of the course on which a test is based, the test is sent out to the approved supervisor, together with a set of instructions. The instructions must be followed exactly, and the supervisor must himself post the written test for return. Any test not written within three weeks of the time the supervisor receives it must be returned unopened to the Correspondence Courses. A test written under the supervision of anyone other than the person to whom it has been sent is not acceptable.

Any test in any subject in any grade may be written at any time of the year, provided that the student has completed all lessons on which the test is based.

v) Grade 13 Standing

1967 was the last year in which Ontario Grade 13 students were required to write June Departmental Examinations in order to obtain official standing in Grade 13 subjects. Beginning with the 1967-68 school year Grade 13 Departmental Examinations were discontinued. For a correspondence student the final mark in any Grade 13 subject is based on the marks he receives on 20 lesson assignments (10 lesson assignments in Grade 13 Accountancy Practice) and two supervised tests. There are no longer any final examinations which must be written by correspondence students in a school at one time of the year.

11. Certificates and Diplomas

A student who completes satisfactorily all of the lessons in any non-test subject or all of the lessons and tests in any test subject is issued a certificate stating that he has obtained standing in the subject. Certificates issued by the Correspondence Courses for completion of secondary school courses are as valid for any purpose whatever as certificates issued by the secondary schools of the Province.

Students who complete the required subjects may qualify for any of the following Departmental Diplomas:

Secondary School Honour Graduation Diploma
(the Grade 13 Diploma)

Secondary School Graduation Diploma
This Diploma is issued for completion of Grade 12 in any of the following Programs:

Five-Year Program, Arts and Science Branch
Five-Year Program, Business and Commerce Branch
Five-Year Program, Science, Technology, and Trades Branch
Four-Year Program, Arts and Science Branch
Four-Year Program, Business and Commerce Branch
Four-Year Program, Science, Technology, and Trades Branch.

Grade 11 Statements of Standing
Issued for completion of Grade 11 of any Secondary School Five-Year Program or Four-Year Program

Grade 10 Statements of Standing
Issued for completion of Grades 9 and 10 of any Secondary School Five-Year Program or Four-Year Program

The requirements for the Diplomas and Statements of Standing are shown on pages 29 to 42.

Secondary School Honour Graduation Diploma
At least seven Grade 13 credits chosen from the following subjects are required. Correspondence courses are offered only in the subjects followed by an asterisk(*).

1. English (E135)*
2. History (H135)*
3. Geography (G135)*
4. Mathematics A – Introduction to Analysis (MA135)*
5. Mathematics B – Algebra (new course) (MB135)*
6. Algebra (old course) (A135)* or Mathematics of Investment
7. Geometry (GM135)*
8. Trigonometry and Statics (T&S135)*
9. Biology (BY135)*
10. Physics (P135)*
11. Chemistry (C135)*
12. Latin (L135)*
13. French (F135)* or français (f135)*
14. German
15. Greek
16. Spanish
17. Italian
18. Russian
19. Music
20. Accountancy Practice (AP135)* or Secretarial Practice
21. Art
22. Home Economics

Note: Each subject counts as one Grade 13 credit, with the following exceptions: each language, including English, counts as two credits; a combination of the two new courses in Mathematics (Mathematics A and Mathematics B) counts as three credits and standing in either alone counts as two credits.

Not more than three credits in Mathematics may be counted.

Biology counts as one credit. Standing in either Botany or Zoology obtained in previous years will count as one credit. Not more than two credits may be counted in the biological sciences – Biology, Botany, Zoology.

Standing in only one of French and français may be counted.

A. Secondary School Graduation Diploma in the Five-Year Program of the Arts and Science Branch

The following are the required Grade 11 and Grade 12 subjects. Correspondence courses are offered only in the subjects followed by an asterisk(*).

Obligatory subject:
English (E125ABS)*

Optional subjects; a total of at least 5:

including any 3 or 4 of these optional subjects:

1. History (both Grade 11 World History I (WH115ABS)* and Grade 12 World History II (WH125ABS)*
2. Geography (both Grade 11 Geography I (G115ABS)* and Grade 12 Geography II (G125ABS)*
3. Mathematics (any of the following combinations):
a) Grade 11 New Mathematics I (M115ABS)* and Grade 12 New Mathematics II (M125ABS)*
b) Grade 11 New Mathematics I (M115ABS)* and Algebra
c) Grade 11 New Mathematics I (M115ABS)* and Geometry
d) Algebra and Geometry
4. Science (both Physics (P115ABS)* and Chemistry (C125ABS)*
5. French (F125ABS)*
6. Latin (L125ABS)*
7. Greek
8. German
9. Spanish
10. Italian
11. Russian

and at least 1 or 2 of these optional subjects:

1. Any subject not chosen from the preceding list of 11 optional subjects
2. Commercial subjects
(Any two commercial courses selected from the list of commercial courses on page 34 of this booklet plus satisfactory standing in a commercial subject at the Grade 9 or Grade 10 level)
3. One optional subject from the first group of eleven Four-Year optional subjects listed on page 33 of this booklet (excluding Commercial subjects if already chosen from No. 2, above)
4. Industrial Arts or Technical subjects
5. Home Economics
6. Art
7. Music
8. Agriculture – Environmental Science

B. Secondary School Graduation Diploma in the Five-Year Program of the Business and Commerce Branch

The following are the required Grade 11 and Grade 12 subjects. Correspondence courses are offered only in the subjects followed by an asterisk(*).

Obligatory subjects:

English (E125ABS)*
Business and Commercial Subjects
A student must take a number of commercial subjects related either to Accountancy or to Secretarial work. If he studied Bookkeeping in Grade 10, he will choose the Accountancy subjects; if he studied Typewriting and Shorthand in Grades 9 and 10, he will choose the Secretarial subjects. While all required Accountancy subjects are available through correspondence courses, Secretarial Practice, a required Secretarial subject, is not offered at present.

for a student choosing Accountancy subjects, the commercial courses to be completed are:
Grade 11 Bookkeeping II (BK115-124ABS)*
Grade 12 Accountancy (AC125-4ABS)*
and 2 of:
1. Grade 11 Business Organization and Management (BO115-4ABS)*
2. Grade 12 Business Finance
3. Grade 12 Data Processing
4. Grade 12 Economics and Law
5. Grade 12 Economics
6. Grade 12 Business Law (BL125-4ABS)*
7. Grade 13 Accountancy Practice (AP135)*

for a student choosing Secretarial subjects, the commercial courses to be completed are:
Grade 11 Shorthand I (SH115-124ABS)*
Grade 11 Office Practice (OP115-4ABS)*
Grade 12 Secretarial Practice (double subject)

Optional subjects; any 3 or 4 of:

1. History (both Grade 11 World History I (WH115ABS)* and Grade 12 World History II (WH125ABS)*
2. Geography (Both Grade 11 Geography I (G115ABS)* and Grade 12 Geography II (G125ABS)*
3. Mathematics (any of the following combinations):
a) Grade 11 New Mathematics I (M115ABS)* and Grade 12 New Mathematics II (M125ABS)*
b) Grade 11 New Mathematics I (M115ABS)* and Algebra
c) Grade 11 New Mathematics I (M115ABS)* and Geometry
d) Algebra and Geometry
4. Science (both Physics (P115ABS)* and Chemistry (C125ABS)*
5. French (F125ABS)*
6. Latin (L125ABS)*
7. German
8. Greek
9. Spanish
10. Italian
11. Russian
12. One optional subject from the first group of eleven Four-Year optional subjects (excluding Business and Commercial subjects) listed on page 33

C. Secondary School Graduation Diploma in the Five-Year Program of the Science, Technology, and Trades Branch

The following are the required Grade 11 and Grade 12 subjects. Correspondence courses are offered only in those subjects followed by an asterisk(*).

Obligatory subjects:

English (E125ABS)*
One of:
Technical Subjects/Home Economics/Vocational Art/
Vocational Music/Agriculture
Correspondence courses are not offered in these subjects since technical skills cannot be acquired through correspondence. Students wishing to obtain the Secondary School Graduation Diploma of the Five-Year Science, Technology, and Trades Branch who have not standing in this obligatory subject will have to take the subject through day classes or evening classes in a secondary school.

Optional subjects; any 3 or 4 of:

1. History (Both Grade 11 World History I (WH115ABS)* and Grade 12 World History II (WH125ABS)*
2. Geography (both Grade 11 Geography I (G115ABS)* and Grade 12 Geography II (G125ABS)*
3. Mathematics (any of the following combinations):
a) Grade 11 New Mathematics I (M115ABS)* and Grade 12 New Mathematics II (M125ABS)*
b) Grade 11 New Mathematics I (M115ABS)* and Algebra
c) Grade 11 New Mathematics I (M115ABS)* and Geometry
d) Algebra and Geometry
4. Science (both Physics (P115ABS)* and Chemistry (C125ABS)*
5. French (F125ABS)*
6. Latin (L125ABS)*
7. German
8. Greek
9. Spanish
10. Italian
11. Russian
12. One optional subject from the first group of eleven Four-Year Program optional subjects listed on page 33 of this booklet

D. Secondary School Graduation Diploma in the Four-Year Program of the Arts and Science Branch

The following are the required Grade 11 and Grade 12 subjects. Correspondence courses are offered only in those followed by an asterisk(*).

Obligatory subject:
English (E124ABS)*

Optional subjects; a total of at least 5 subjects (10 courses):

including at least any 2 of these optional subjects (4 courses):

1. History – Either Grade 11 World Politics course (WP114ABS)* or Grade 11 History course and
Grade 12 Economics course (EN124ABS)*
2. Mathematics – Grade 11 Mathematics course (M114AS)*
Grade 12 Mathematics course (M124AS)*
3. Science – A combination of any two of these courses gives standing in Science:
Chemistry course (C11-124AB)*
Biology course (BY11-124ABS)*
Geology course (GL11-124ABS)*
Physics
4. Geography – Grade 11 Geography course (G114ABS)*
Grade 12 Geography course (G124ABS)*
5. One of: (a) French – Grade 11 French course (F115ABS)*
Grade 12 French course (F125ABS)*
b) Latin – Grade 11 Latin course (L115ABS)*
Grade 12 Latin course (L125ABS)*
c) German – Grade 11 course, Grade 12 course
d) Greek – Grade 11 course, Grade 12 course
e) Spanish – Grade 11 course, Grade 12 course
f) Italian – Grade 11 course, Grade 12 course
6. Business and Commercial Subjects – Any Grade 11 Commercial course*
Any Grade 12 Commercial course*
(See list of Business and Commercial courses on page 34 of this booklet.)
7. Agriculture – Grade 11 course, Grade 12 course
8. Industrial Arts or Technical Subjects – Grade 11 course, Grade 12 course
9. Home Economics – Grade 11 course, Grade 12 course
10 Art – Grade 11 course, Grade 12 course
11. Music – Grade 11 course, Grade 12 course

and any 6 of these courses:

1. Grade 11 or Grade 12 courses not already chosen from the preceding list of courses
2. Biology course (BY11-124ABS)*
3. Geology course (GL11-124ABS)*
4. Man in Society course
5. Modern Literature course
6. Theatre Arts course
7. Speech Arts course

E. Secondary School Graduation Diploma in the Four-Year Program of the Business and Commerce Branch

Secondary School Graduation Diplomas in the Four-Year Program of the Business and Commerce Branch indicate the student's heaviest area of specialization. A Diploma will be designated as one of the following:

Stenographic:
–if the student has included among his commercial subjects Grade 11 and Grade 12 Shorthand and Grade 11 and Grade 12 Office Practice

Bookkeeping:
–if the student has included among his commercial subjects Grade 11 and Grade 12 Bookkeeping

Clerical:
–if the student has included among his commercial subjects Grade 11 and Grade 12 Office Practice and Business Machines

Marketing:
–if the student has included among his commercial subjects Grade 11 and Grade 12 Marketing.

The following are the Grade 11 and Grade 12 subjects required for the Diploma. Correspondence courses are offered only in the subjects which are followed by an asterisk(*).

Obligatory subjects:

English (E124ABS)*
Business and Commercial Subjects:
A student must complete a minimum of eight of the following Business and Commercial courses. Among the eight should be those he requires for his chosen area of specialization.

1. Grade 11 Shorthand I (SH105-114ABS)*
2. Grade 12 Shorthand II (SH115-124ABS)*
3. Grade 11 Bookkeeping II (BK115-124ABS)*
4. Grade 12 Bookkeeping II (BK115-124ABS)*
5. Grade 11 Office Practice (OP115-4ABS)*
6. Grade 12 Office Practice
7. Grade 11 Marketing I (MK115A-4ABS)*
8. Grade 12 Marketing II (MK125A-4ABS)*
9. Grade 11 Business Machines
10. Grade 12 Business Machines
11. Grade 11 Business Organization and Management (BO115-4ABS)*
12. Grade 11 Data Processing
13. Grade 12 Business Law (BL125-4ABS)*
14. Grade 12 Accountancy (AC125-4ABS)*
15. Grade 12 Business Finance

Optional courses; at least 4 of the following courses:

1. Grade 11 World Politics (WP114ABS)*
2. Grade 11 History
3. Grade 12 Economics (EN124ABS)*
4. Grade 11 Business Mathematics (BM114BS)*
5. Grade 12 Business Mathematics (BM124BS)*
6. Chemistry (C11-124AB)*
7. Biology (BY11-124ABS)*
8. Geology (GL11-124ABS)*
9. Grade 11 Geography (G114ABS)*
10. Grade 12 Geography (G124ABS)*
11. One of:
Grade 11 French (F115ABS)*
Grade 11 Latin (L115ABS)*
Grade 11 German, or Greek, or Spanish, or Italian, or Russian
12. One of:
Grade 12 French (F125ABS)*
Grade 12 Latin (L125ABS)*
Grade 12 German, or Greek, or Spanish, or Italian, or Russian
13. Any other course listed as an option for the Secondary School Graduation Diploma in the Four-Year Program of the Arts and Science Branch on page 33
14. Business and Commercial courses in addition to the eight chosen from the list of obligatory subjects on page 34

F. Secondary School Graduation Diploma in the Four-Year Program of the Science, Technology, and Trades Branch

The following are the required Grade 11 and Grade 12 subjects. Correspondence courses are offered only in those followed by an asterisk(*).

Obligatory subjects:

English (E124ABS)*
Grade 11 Mathematics (M114AS)*
Grade 12 Mathematics (M124AS)*
Grade 11 Physics (P114S)*
Grade 12 Chemistry (C124S)*
One of:
Technical Subjects/Home Economics/Vocational Art/
Vocational Music/Agriculture

Correspondence courses are not offered in these subjects since technical skills cannot be acquired through correspondence. Students wishing to obtain the Secondary School Graduation Diploma of the Four-Year Science, Technology, and Trades Branch who have not standing in this obligatory subject will have to complete it through day classes or evening classes at a secondary school.

Optional courses; at least 4 of the following courses:

1. Grade 11 World Politics (WP114ABS)*
2. Grade 11 History
3. Grade 12 Economics (EN124ABS)*
4. Grade 11 Business Mathematics (BM114BS)*
5. Grade 12 Business Mathematics (BM124BS)*
6. Biology (BY11-124ABS)*
7. Geology (GL11-124ABS)*
8. Grade 11 Geography (G114ABS)*
9. Grade 12 Geography (G124ABS)*
10. One of: Grade 11 French (F115ABS)*
Grade 11 Latin (L115ABS)*
Grade 11 German or Greek or Spanish or Italian or Russian
11. One of: Grade 12 French (F125ABS)*
Grade 12 Latin (L125ABS)*
Grade 12 German or Greek or Spanish or Italian or Russian
12. Any two commercial courses selected from the list of commercial courses on page 34 of this booklet
13. Any other course listed as an option for the Secondary School Graduation Diploma in the Four-Year Program of the Arts and Science Branch (Refer to page 33 of this booklet.)
14. Further time in one of: Technical Subjects or Home Economics or Vocational Music or Vocation Art

Grade 11 Statements of Standing

The Administrator of Correspondence Courses may issue on request the appropriate Grade 11 Statement of Standing to an eligible correspondence student who discontinues his studies after completing the required Grade 11 subjects in any Secondary School Five-Year Program or Four-Year Program.

Grade 10 Statements of Standing
The Administrator of Correspondence Courses may issue on request the appropriate Grade 10 Statement of Standing to an eligible correspondence student who discontinues his studies after completing satisfactorily the work of Grades 9 and 10 in any Secondary School Five-Year Program or Four-Year Program.

A. The Grade 10 Statement of Standing in the Five-Year Program of the Arts and Science Branch
The following are the subjects to be completed at the Grade 10 level. Correspondence courses are offered only in the subjects followed by an asterisk(*).

Obligatory subjects:

English (E105ABS)*
History (H105ABS)*
Geography (G105-4ABS)*

Optional subjects; a total of at least 4:

including any 2 of these options:

1. Mathematics (M105ABS)*
2. Science (S105ABS)*
3. A language – French (F105ABS)* or
Latin (L105ABS)* or Greek or German or Spanish or Italian or Russian

and any 2 of these options:

1. Optional subject or optional language not chosen from the preceding list
2. Bookkeeping I (BK105-4ABS)* or
Typewriting II (T105-4ABS)* or Data Processing
3. Art
4. Music
5. Industrial Arts or Technical Subjects
6. Home Economics
7. Agriculture
8. An optional subject from the Four-Year Arts and Science Program
(Refer to page 41 of this booklet.)

B. The Grade 10 Statement of Standing in the Five-Year Program of the Business and Commerce Branch

The following are the subjects to be completed at the Grade 10 level. Correspondence courses are offered only in those followed by an asterisk (*).

Obligatory subjects:

English (E105ABS)*
History (H105ABS)*
Geography (G105-4ABS)*
Business or Commercial Subjects:
A student must take a number of commercial subjects related *either* to Bookkeeping *or* to Secretarial work; that is –
either:
Bookkeeping I (BK105-4ABS)* and Business Mathematics (BM105B)* or Data Processing
or:
Shorthand I (SH105-114ABS)* and Typewriting II (T105-4ABS)*

Optional subjects; a total of at least 3:

including any 2 of these options:

1. Mathematics (M105ABS)*
2. Science (S105ABS)*
3. A language – French (F105ABS)* or Latin (L105ABS)* or German or Greek or Spanish or Italian or Russian

and one of these options:

1. An optional subject or optional language not already chosen from the preceding list
2. An optional subject from the Four-Year Arts and Science Program (Refer to page 41 of this booklet.)
3. An optional subject from the Five-Year Arts and Science Program (Refer to page 38 of this booklet.)

C. The Grade 10 Statement of Standing in the Five-Year Program of the Science, Technology, and Trades Branch

The following are the subjects to be completed at the Grade 10 level. Correspondence courses are offered only in those followed by an asterisk(*).

Obligatory subjects:

English (E105ABS)*
History (H105ABS)*
Geography (G105-4ABS)*
One of:
Technical Subjects/Home Economics/Vocational Art/Vocational Music/Agriculture
Correspondence courses are not offered in these subjects since technical skills cannot be acquired through correspondence. Students wishing to obtain the Grade 10 Statement of Standing in the Five-Year Program of the Science, Technology, and Trades Branch who have not standing in this obligatory subject will have to take the subject through day classes or evening classes at a secondary school.

Optional subjects; a total of at least 3:

including any 2 of these options:

1. Mathematics (M105ABS)*
2. Science (S105ABS)*
3. A language – French (F105ABS)* or Latin (L105ABS)* or German or Greek or Spanish or Italian or Russian

and one of these options:

1. An optional subject or optional language not already chosen from the preceding list
2. An optional subject from the Four-Year Arts and Science Program (Refer to page 41 of this booklet.)
3. An optional subject from the Five-Year Arts and Science Program (Refer to page 38 of this booklet.)

D. The Grade 10 Statement of Standing in the Four-Year Program of the Arts and Science Branch

The following are the subjects to be completed at the Grade 10 level. Correspondence courses are offered only in those with an asterisk(*).

Obligatory subjects:

English (E104ABS)*
History (H104ABS)*
Geography (G105-4ABS)*

Optional subjects; at least 4 of:

1. Mathematics (M104AS)*
2. Science (S104AB)*
3. Bookkeeping I (BK105-4ABS)* or Typewriting II (T105-4ABS)*
4. French (F105ABS)*
5. Latin (L105ABS)*
6. One of the following languages: German, Greek, Spanish, Italian, or Russian
7. Agriculture
8. Industrial Arts or Technical Subjects
9. Home Economics
10. Art
11. Music

E. The Grade 10 Statement of Standing in the Four-Year Program of the Business and Commerce Branch

The following are the subjects to be completed at the Grade 10 level. Correspondence courses are offered only in those followed by an asterisk(*).

Obligatory subjects:

English (E104ABS)*
History (H104ABS)*
Geography (G105-4ABS)*
Commercial Subjects – both Typewriting II (T105-4ABS)* and Bookkeeping I (BK105-4ABS)*

Optional subjects; at least 3 of:

1. Additional time in Commercial Subjects
(Students who have completed the correspondence courses in Typewriting II and Bookkeeping I are considered to have standing in this option.)
2. Business Mathematics (BM104BS)*
3. Science (S104AB)*
4. One of: French (F105ABS)*, Latin (L105ABS)*, German, Spanish, Italian, Russian
5. Art
6. Music
7. Industrial Arts or Technical Subjects
8. Home Economics

F. The Grade 10 Statement of Standing in the Four-Year Program of the Science, Technology, and Trades Branch

The following are the subjects to be completed at the Grade 10 level. Correspondence courses are offered only in those followed by an asterisk(*).

Obligatory subjects:

English (E104ABS)*
History (H104ABS)*
Geography (G105-4ABS)*
Mathematics (M104AS)*
Science (S104S)*
One of:
Technical Subjects/Home Economics/Vocational Art/Vocational Music
Correspondence courses are not offered in these subjects since technical skills cannot be acquired through correspondence. Students wishing to obtain the Grade 10 Statement of Standing in the Four-Year Program of the Science, Technology, and Trades Branch who have not standing in this obligatory subject will have to take the subject through day classes or evening classes at a secondary school.

Optional subjects; one of:

1. Commercial Subjects; one of the following:
Bookkeeping I (BK105-4ABS)*
Typewriting I (T95-4ABS)*
Business Mathematics (BM104BS)*
Business Practice (BP95B-4ABS)*
2. One of: French (F105ABS)*, Latin (L105ABS)*, German, Greek, Spanish, Italian, Russian
3. Art
4. Music
5. Agriculture
6. Additional work in one of: Technical Subjects/Home Economics/ Vocational Art/Vocational Music

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12. Course Descriptions

English

Five-Year Program Courses
These courses are designed for students who wish to undertake a more intensive study of English than that which the English courses of the Four-Year Program provide. These students are usually going on to university or professional courses for which standing in either Grade 13 or Grade 12 of the Five-Year Program is the admission requirement. English is an obligatory subject in any grade from 9-12 in which a student wishes to obtain complete standing in the grade.

Grade 9 English (E95ABS)
–for all Branches of the Five-Year Program

Prerequisite:
Grade 8 or equivalent

Thirty lessons, each of which includes Part A, Composition; and Part B, Literature

Composition:
The student is given the opportunity for creative work, from the writing of purposeful sentences and paragraphs to more detailed exposition, description and narration. Exercises from *Construction and Creation* Book 3 (Clarke Irwin) are used for practice in the essentials of English grammar.

Literature:
Texts to be read include Monsarrat's novel of action *The Cruel Sea,* Shakespeare's comedy *Twelfth Night* and a book of myths. The study of poetry is introduced by instruction on selected poems included in the lesson material.

Grade 10 English (E105ABS)
–for all Branches of the Five-Year Program

This course offers an exciting selection of short stories, poems, plays and novels designed to encourage enjoyment and understanding of interesting literature. The student receives instructions and practice in the use of tools of writing – words, sentences and paragraphs. He should be able to communicate clearly and correctly after learning these basic writing skills.

Grade 11 English (E115ABS)
–for all Branches of the Five-Year Program

This course includes recent and traditional poetry, an interesting collection of short stories, drama, and a mature, modern novel. At this level the student applies his basic skills and develops his writing ability. Here is an opportunity for creative writing and for learning to appreciate the writings of others.

Grade 12 English (E125ABS)
–for all Branches of the Five-Year Program

Prerequisite:
Grade 11 English or equivalent

Thirty lessons, each of which includes Part A Composition and Part B Literature. The course is essential in preparing the student for Grade 13 English, and is of particular value to those who have not been prepared in the Ontario educational system.

Composition:
The student is given considerable practice in creative writing of several types in preparation for Grade 13 English, History, etc. Unity, coherence and emphasis, prosody, précis-writing, the short story are studied thoroughly. Practical work is based on *Mastering Effective English* (Third Edition).

Literature:
The course stimulates literary appreciation as applied to selections from *Modern Stories for Modern Schools,* selections from *Poems to Remember,* (Kingston), a Shakespearean play *Macbeth,* and the novel *Lord Jim* (Conrad).

Grade 13 English (E135)
The prerequisite for this course is standing in Grade 12 English or the equivalent.

The course provides a comparative study of selected poetry, prose and drama. It assists the student in interpreting and analysing the literary quality of the selections under study. To encourage enjoyment in reading, paper-back copies of recommended books will be available for borrowing. Drama: Shakespeare's *Hamlet* and Shaw's *Caesar and Cleopatra.* Fiction: Hemingway's *The Old Man and the Sea,* used in comparative study of the novel. The Composition part of the course provides the opportunity for development of writing skill and instruction in précis writing and literary criticism. Grade 13 English is valuable for personal development; it gives two credits towards Grade 13 standing.

Four-Year Program English Courses
These courses are designed for students who wish to improve their written and spoken English and to read more widely in Literature. Like courses in other subjects of the Four-Year Program, they do not examine the material under study in the detail required for university preparation; their aim is to offer a variety of entertaining and provocative reading. English is an obligatory subject in any grade in which a student wishes to obtain complete standing in the grade.

Grade 9 English (E94ABS)
–for all Branches of the Four-Year Program

This course begins with a selection of three short stories from *Great Tales of Action and Adventure,* and proceeds through readings of poetry and an examination of advertising techniques. Enlargement of vocabulary is a primary aim of the course. The four novels included have been chosen for the variety of their appeal. They are: *Brat Farrar,* a mystery, *Mrs. Mike* and *Campbell's Kingdom,* two novels of adventure, and *Fahrenheit 451,* a futuristic vision of horror.

Grade 10 English (E104ABS)
–for all Branches of the Four-Year Program

The novels of this course, *King Solomon's Mines* and *Pied Piper,* take the reader into the mountains of 19th century Africa, and through France ahead of the German advance in 1939. Both are exciting tales, as are the short stories selected for study. This course includes one-act plays as well as a variety of modern poetry. It is a particularly good course for anyone who wishes to review the fundamentals of English language and composition.

Grade 11 English (E114ABS)
–for all Branches of the Four-Year Program

As well as mature fiction and drama, such as Harper Lee's *To Kill a Mockingbird;* selections from *Short Story 17, Flight into Danger* and *Teahouse of the August Moon,* this course offers a detailed study of the techniques and effects of mass media. Readings of journals, articles, essays and biographies are also included. The course and its assignments are especially valuable in perfecting a fluid writing style.

Grade 12 English (E124ABS)
–for all Branches of the Four-Year Program

This senior course in English introduces *Macbeth,* one of the most provocative of Shakespeare's plays. *The Old Man and the Sea,* by Ernest Hemingway, and *The Pearl,* by John Steinbeck, are included as well as shorter fiction, essays and poetry. The composition section contains a special unit of instruction on and practice in business correspondence. The text used is *Modern Business Letters.*

français 13e année (f135)
Ce cours s'adresse aux élèves qui ont complété le programme de français de 12e année ou qui possèdent l'équivalent. Le programme offre l'étude d'ouvrages classiques et modernes comprenant des pièces de théâtre: (*Andromaque* par Racine, *Topaze* par Pagnol), des romans (*Les saints vont en enfer* par Cesbron, *Rue Deschambault* par Gabrielle Roy), et des morceaux choisis de prose et de poésie. La partie étude de la langue offre l'étude de la phonétique et de la syntaxe. L'élève acquerra la maîtrise de la langue parlée et écrite comme instrument de communication, avantage appréciable tant au point de vue professionnel que culturel. La valeur de ce cours est de deux crédits pour le Diplôme de 13e année.

History

Grade 9 History (H95-4ABS)

Prerequisite:
Grade 8 standing or equivalent

This course is intended for students in any branch of the Five-Year Program or the Four-Year Program. It is a review of British history up to 1900, an interesting and useful course based on the textbook *Proud Ages* (Ryerson).

Grade 10 History (H105ABS)
This course in intended for students in any Branch of the Five-Year Program and includes a complete study of Canadian history for the period from 1900 to 1967 and also a section on present government in Canada. *Decisive Decades* and *Canadians and their Government* are the textbooks for the course.

Grade 10 History (H104ABS)
This course is intended for students in any Branch of the Four-Year Program. It is a study of selected topics from the Five-Year Program course in Canadian history from 1900 to 1967. The same textbook, *Decisive Decades,* is used for the history and *Civics for Canadians* is used for the section on government.

Grade 11 History (World History, Part I) (WH115ABS)

Prerequisite:
Grade 10 History or Grade 10 English or Grade 10 Geography

This course is intended for students in any Branch of the Five-Year Program. It begins by discussing the nature and mode of life of Prehistoric Man and then proceeds to examine some of the great, early civilizations – Egyptian, Greek, and Roman. The growth of Christianity, feudalism, and the rivalries of the Middle Ages are also discussed. The course ends with an examination of the Renaissance. Because of the time span covered, the course would be especially useful to those students interested in church history. The text is *The Enduring Past,* by John Trueman.

Grade 11 World Politics (WP114ABS)

Prerequisite:
Grade 10 History or Grade 10 English or Grade 10 Geography

This course is intended for students in any Branch of the Four-Year Program. It is a course which studies the origins of government, Nazism, Fascism, Communism and the concept of democracy, the origins and impact of war, and significant problems that challenge both major and minor powers in the world today. The aim of the course is to give the student a better understanding of the sources of and the solutions to world tension.

Grade 12 History (World History, Part II) (WH125ABS)

Prerequisite:
Grade 10 History or Grade 10 English or Grade 10 Geography

This course is intended for students in any Branch of the Five-Year Program. It covers the period from 1500 to the present. The course emphasizes events of outstanding importance since 1945, the growing influence of the Far-East, the role of the United Nations, and the evolution of Communism.

Grade 12 Economics (EN124ABS)

Prerequisite:
Grade 10 History or Grade 10 English or Grade 10 Geography

This course is intended for students in any Branch of the Four-Year Program. Its prime purpose is to make the student personally aware of his importance in the Canadian economy. The study of consumption and production, the role of marketing, money and banking should be of great practical value in everyday life.

Grade 13 History (H135)

Prerequisite:
History of Grades 11 and 12, or Grade 12 English or Grade 13 English, or equivalent

The course of study covers Canadian history from 1776 to the present, with the background of contemporary American history. It requires much reference reading, thoughtful study and logical expression. A student may specialize on topics that interest him; a 2000-word essay is a required project. Recommended books for additional reading are available for borrowing.

Geography

Grade 9 Geography (G95-4ABS)

Prerequisite:
Grade 8 or equivalent

This course is intended for students in all Branches of the Five-Year Program and the Four-Year Program.

It focuses on Australia and New Zealand, Antarctica, Africa, and the British Isles. Land forms, agriculture, vegetation, climate, manufacturing, and indigenous populations are all examined. The course provides an interesting survey of contrasting modes of living and is a good introduction to the study of Geography. The texts are *The Canadian Oxford School Atlas,* and *Lands Overseas.*

Grade 10 Geography (G105-4ABS)
This course is intended for students in all Branches of the Five-Year Program and the Four-Year Program.

Examined in this course are the two continents of Europe and Asia. The course combines these two continents into one large area, Eurasia, principally because the most important nation under study, the Union of the Soviet Socialist Republics, stretches across both continents. The populations and topographies of individual European and Asiatic countries are, however, examined separately and in detail. The course seeks to foster a sympathetic understanding of problems which may often seem remote to Canadians. The texts are *Through Europe and Asia,* and *Geography for Canadians, Book Four.*

Grade 11 Geography, Part I (G115ABS)

Prerequisite:
Grade 10 Geography, or Grade 10 English, or Grade 10 History

This course is intended for students in all Branches of the Five-Year Program.

It separates the study of Geography into two sections: Physical Geography and Human Geography. Map reading, the examination of aerial photographs, and the nature of various terrains to be found on the earth are all parts of Physical Geography. This section of the course contains much information of a technical nature. Human Geography, on the other hand, examines the way in which Man adjusts to the conditions of his environment and uses available resources. Problems of rural and urban development are examined in this section of the course.

Grade 11 Geography (G114ABS)

Prerequisite:
Grade 10 Geography, or Grade 10 English, or Grade 10 History

This course is intended for students in all Branches of the Four-Year Program.

The influence of geographical factors on the economic relationship of Canada and the United States forms much of the material of the course. In addition, regional and local matters such as land-use methods, forestry procedures, and survival under extreme arctic conditions are examined. Several topics are also included in the course; for example, the Columbia River project, Western Hemisphere Defense, and Tourism.

Grade 12 Geography, Part II (G125ABS)

Prerequisite:
Grade 11 Geography, Part I

This course is intended for students in all Branches of the Five-Year Program.

It requires a good knowledge of the fundamentals of both Physical and Human Geography. It relies heavily on the technique of comparison in examination of such problems as political boundaries, over-population, and the relationship between a metropolis and its rural environment. This is a wide-ranging course, and should be regarded as a natural extension of World Geography, Part I. The text is *Selected Studies in Regional Geography*. Please note that both Grade 11 Geography, Part I (G115ABS) and Grade 12 Geography, Part II (G125ABS) are necessary for standing in the Geography option of the Secondary School Graduation Diploma of the Five-Year Program.

Grade 12 Geography (G124ABS)

Prerequisite:
Grade 10 Geography or Grade 10 English or Grade 10 History

This course is intended for students in all Branches of the Four-Year Program.

The importance of the conservation of the world's natural resources is the prime concern of this course. Soils, forests, lakes and rivers, minerals, and wildlife are all examined as vital resources for the continuation of *all* life. The method by which man may use wisely and renew the resources of his environment are closely examined. This is an excellent course for students interested in natural science and the conservation of resources throughout the world.

Grade 13 Geography (G135)

Prerequisite:
Grade 11 or Grade 12 Geography of the Five-Year Program or Grade 12 English of the Five-Year Program

The object of this course is to help the student recognize and understand problems facing the Canadian nation. At this level, the study of Geography naturally involves economic and political factors, as well as questions arising from regional and racial diversity. Major Canadian industries are examined, along with their effect on local population and development. Several lessons are devoted to the importance of trade, transportation and communication, and Canada's water resources. Reference is made to several textbooks, and the student is expected to undertake independent research on topics under discussion.

The Physical Geography studied in Geography I (Grade 11 Geography of the Five-Year Program) provides the background material for Grade 13 Geography. Students who have not studied Grade 11 Geography are strongly urged to take this course before attempting the Grade 13 course. Those who attempt the Grade 13 Geography course without having taken Grade 11 Geography should be certain to obtain one of the Grade 11 texts mentioned in the introduction to the Grade 13 course. Students who obtained standing in Grade 11 Geography some time ago will also find these reference texts useful.

Five-Year Program Mathematics Courses
Mathematics courses for the Five-Year Program teach "new" Mathematics, with the exception of the three "old" Mathematics courses offered at the Grade 13 level this year for students who have studied "old" Mathematics to Grade 12. For "old" Mathematics in Grades 9 to 12 see Four-Year Program Mathematics courses.

Grade 9 Mathematics (M95ABS)

Prerequisite:
Grade 8 or equivalent

This course is intended for students in any Branch of the Five-Year Program.

Topics:
Extension of the number system; a modern treatment of elementary algebra

Grade 10 Mathematics (M105ABS)

Prerequisite:
Grade 9 "new" Mathematics or equivalent

This course is intended for students in any Branch of the Five-Year Program.

Topics:
Basic algebra from a modern viewpoint; sets of numbers and their properties; an introduction to logical reasoning in geometry

Grade 11 Mathematics (M115ABS)

Prerequisite:
Grade 10 "new" Mathematics or equivalent

This course is intended for students in any Branch of the Five-Year Program.

Topics:
Algebra, geometry and some trigonometry presented in a unified manner – mathematical pattern; sets; ratio; the straight line; deductive reasoning

Grade 12 Mathematics (M125ABS)

Prerequisite:
Grade 11 "new" Mathematics or equivalent

This course is intended for students in any Branch of the Five-Year Program.

Topics:
Relations; functions; quadratic equations; co-ordinate geometry (including algebraic representations of circles and other curves)

Grade 13 Introduction to Analysis (Mathematics A) (MA135)

Prerequisite:
Grade 12 "new" Mathematics of the Five-Year Program, or equivalent

Students wishing to take only one of the courses in "new" Mathematics for Grade 13 should take Mathematics A instead of Mathematics B.

Topics:
Mathematical logic; an extension of earlier work on functions, with emphasis on the unifying concept of mapping; the parabola, ellipse and hyperbola; circular functions; transformations; an introduction to the differential calculus; derivatives, with their applications to motion problems; maximum and minimum; etc.

Grade 13 Algebra (Mathematics B) (MB135)

Prerequisite:
Grade 12 "new" Mathematics of the Five-Year Program, or equivalent

Students wishing to take only one of the courses in "new" Mathematics for Grade 13 should take Mathematics A instead of Mathematics B.

Topics:
Set theory; principles of counting; permutations and combinations; mathematical induction and the binomial theorem; probability; vectors with geometrical and physical applications; vectors and the Cartesian co-ordinate system; matrices used to solve equations; complex numbers; polar co-ordinates

Before applying for enrolment in the "old" courses in Grade 13 Mathematics, any student planning to do university work in Mathematics should find out from the university he hopes to enter whether the "old" courses will give him the preparation he needs. If he requires Grade 13 "new" Mathematics and has studied "old" Mathematics in Grades 11 and 12, he will have to complete the "new" Mathematics of Grades 11 and 12 to prepare for the "new" Mathematics of Grade 13.

Grade 13 Algebra (old) (A135)

Prerequisite:
Grade 12 Algebra ("old" course) or equivalent

Topics:
Complex numbers; progressions; ratio and proportion; functions; equations; permutations; combinations; binomial theorem; mathematics of investment

Grade 13 Geometry (GM135)

Prerequisite:
Grade 12 Algebra ("old" course) or equivalent

Topics:
Analytic treatments of the straight line; the circle; the parabola; the ellipse; the hyperbola; tangents and diameters

Grade 13 Trigonometry and Statics (T&S135)

Prerequisite:
Grade 12 Algebra ("old" course) or equivalent

Topics:
Trigonometric ratios; transformation formulas; identities; the solution of triangles with and without logarithms; properties of triangles and circles; trigonometric equations; forces; conditions for equilibrium; centre of gravity; friction

Four-Year Program Mathematics Courses
These courses teach "old" Mathematics with some practical applications. In Grades 10 and 11, students making satisfactory progress will be sent a slide rule on loan for use during the latter part of the course. This slide rule is to be returned with the text book. For courses involving "new" Mathematics, see Five-Year Program Mathematics Courses.

Business Mathematics courses are described in the Business and Commerce section of these course descriptions.

Grade 9 Mathematics (M94AS)

Prerequisite:
Grade 8 or equivalent

This course is intended for students in the Arts and Science Branch or the Science, Technology, and Trades Branch of the Four-Year Program.

Topics:
A traditional treatment of basic arithmetic, measurement, geometry and algebra

Grade 10 Mathematics (M104AS)

Prerequisite:
Grade 9 Mathematics or equivalent

This course is intended for students in the Arts and Science Branch and the Science, Technology, and Trades Branch of the Four-Year Program.

Topics:
A review of basic algebra, with extensions to products, factoring and graphing; an introduction to the slide rule; shop calculations; properties of polygons; further geometrical constructions; measurement of cones, pyramids and spheres; capacity of pipes; an introduction to trigonometry

Grade 11 Mathematics (M114AS)

Prerequisite:
Grade 10 Mathematics or equivalent

This course is intended for students in the Arts and Science Branch and the Science, Technology, and Trades Branch of the Four-Year Program.

Topics:
Consolidation of previous work in algebra; simultaneous linear equations in two and three variables; ratio and proportion; variation; logarithms; the slide rule; formulae; similar triangles and other geometrical topics; practical applications of geometry and trigonometry; calculating angle of taper and taper per foot

Grade 12 Mathematics (M124AS)

Prerequisite:
Grade 11 Mathematics or equivalent

This course is intended for students in the Arts and Science Branch and the Science, Technology, and Trades Branch of the Four-Year Program.

Topics:
A brief review of fundamental algebra; irrational numbers; quadratic equations and theory; graphical solutions; shop problems; indices and logarithms; basic trigonometry with extensions to the solution of oblique triangles; the elements of statics (gravitation, vectors, moments, centre of gravity, friction)

For the Grade 12 Five-Year Chemistry course and for most of the Four-Year Science courses, kits containing equipment, specimens or other material for experiments and study, will be included on loan. Kits are not yet available in Grade 9 Science, Grade 10 Science Five-Year Program and Grade 11 Physics of the Five-Year Program. No kits are supplied for Grade 13 courses. Where kits are supplied, the student is able to do some practical work similar to that done in courses taken in a school laboratory. As older courses are revised or new ones added, the supplying of kits will become general practice in all Science courses.

Grade 9 Science (S95-4ABS)

Prerequisite:
Grade 8 or equivalent

This course is intended for students in any Branch of the Four-Year Program or the Five-Year Program. It consists of the elementary phases of Physics and Chemistry and an elementary study of Biology.

Topics:
Physical sciences – sound; measurement; solids, liquids and gases
Biology – the structure, reproduction and functions of plant and animal cells; the study of invertebrates, vertebrates and man

Grade 10 Science (S105ABS)

This course is intended for students in any Branch of the Five-Year Program. It continues the presentation of elementary Biology, Physics and Chemistry begun in Grade 9.

Topics:
Biology – flowering plants and non-flowering plants; heredity and environment
Physical sciences – force, work, energy and power; heat; light; electricity; chemical energy

Grade 10 Science (S104AB)

This course is intended for students in the Arts and Science Branch and the Business and Commerce Branch of the Four-Year Program. It covers the same topics as the Five-Year Program Grade 10 Science course, but with different emphasis and less detail.

A student making satisfactory progress in this course will receive a kit on loan.

Grade 10 Science (S104S)

This course is intended for students in the Four-Year Program of the Science, Technology, and Trades Branch. It continues the study of Physics and Chemistry beyond the Grade 9 level, concentrating on areas of special interest to technical students.

Topics:
Physics – force, energy; power; heat and its transfer; lubrication; sound; electrostatics; current electricity and light
Chemistry – properties of mixture; elements and compounds; acids, bases and salts; corrosion; fire fighting; solutions

A student making satisfactory progress in this course will receive a kit on loan.

Grade 11 Physics (P115ABS)

Prerequisite:
Grade 10 Science or Grade 10 Mathematics or equivalent

This course is intended for all Branches of the Five-Year Program. It follows logically the study of Physics in the courses of Grades 9 and 10 of the Five-Year Program. Its emphasis on fundamental principles and modern developments is suited for students in all three Branches who intend to proceed to higher levels in the study of science.

Topics:
1. Mechanics
–measurement; motion and force; work, energy and power
2. Vibrations and wave motions
–wave phenomena; sound; light
3. Electricity
–electrostatics; current electricity; electromagnetism
4. Topics in modern physics
–electronics; atomic structure; nuclear physics; living in an atomic age

Grade 11 Physics (P114S)

Prerequisite:
Grade 10 Science or Grade 10 Mathematics or equivalent

This course is designed for the Science, Technology, and Trades Branch of the Four-Year Program. It proceeds with the study of Physics useful for Technical students begun in Grades 9 and 10.

Topics:
Making accurate measurements; the mechanics of fluids; simple machines and the efficiency of machines; laws of motion applied to automobiles and falling objects; speed indicators; heat, lighting and industrial uses of electric currents; light and some of its applications in industry; introductory metallurgy including the manufacture of steel, and the alloying metals, corrosion of metals and its prevention

A student making satisfactory progress in this course will receive a kit on loan.

Grade 11 or Grade 12 Biology (BY11-124ABS)

Prerequisite:
Grade 10 Science, Grade 10 Mathematics or Grade 10 English or equivalent

This course is planned as a one-year course taken in either Grade 11 or Grade 12 of any Branch of the Four-Year Program. It is designed to answer the question, "What is life?" Students will study where life occurs; the wide variation in the kinds of plants and animals; the structure of cells as revealed by electron microscopes. The origins of life and some idea of the science of heredity and the way in which organisms live together in plant and animal communities will be explored. The last unit of the course describes where and how man fits into the picture of life on earth.

A student making satisfactory progress in this course will receive a kit on loan.

Gradē 11 or Grade 12 Geology (GL11-124ABS)

Prerequisite:
Grade 10 Science, Grade 10 Mathematics or Grade 10 English or equivalent

This course is planned as a one-year course taken in either Grade 11 or Grade 12 of any Branch of the Four-Year Program. It introduces the student to the study of the physical world around him, its history and development of life upon this earth. It also emphasizes the practical aspects of geologic study such as the analysis of topographic and geologic maps and air photographs, the examination of rock, crystal and fossil specimens, rock tests in the laboratory and in the field and the practice of making geologic observations and of collecting samples. The course explores the work of the geologist and the methods he uses in the field, in the laboratory and in the office. It should stimulate interest in and promote curiosity about the world around us and create an awareness of the geological structure and history of our country, of its many landscape features, and of its rich and varied natural resources. The course will encourage the development of worthwhile hobbies such as mineral and fossil collecting and the research of the local region. The new knowledge gained should add greater interest to travel and camping excursions, and might guide a student to consider a further study for a future livelihood in one of the many fields demanding a background in geology.

A student making satisfactory progress in this course will receive a kit on loan.

Grade 12 Chemistry (C125ABS)

Prerequisite:
Grade 10 or Grade 11 Science or Grade 10 Mathematics or equivalent

This course is designed for all Branches of the Five-Year Program. An important feature of the course is that great emphasis is placed on attempts to understand the nature of elements and compounds and the reactions they undergo. Theories of the structure of atoms and

aggregates of atoms are introduced early in the course. The course provides an introduction to the experimental study of Chemistry, to the simple theoretical concepts of structure, bonding reactions, and solutions, and to the language of the subject.

Topics:
The structure of individual atoms and aggregates of atoms; elements and compounds; the formation of ions and the periodic classification of elements

A student making satisfactory progress in this course will receive a kit on loan.

Grade 11 or Grade 12 Chemistry (C11-124AB)

Prerequisite:
Grade 10 Science or Grade 10 Mathematics or equivalent

This course is planned as a one-year course taken in either Grade 11 or Grade 12 of the Arts and Science Branch or the Business and Commerce Branch of the Four-Year Program. It consists of a core of nine units of basic Chemistry followed by three optional units.

Topics:
Characteristics, states, properties and classification of matter; the structure of the atom; chemical combinations; some chemical reactions; chemical equations; solutions; ionization; acids, bases and salts; food chemistry; air pollution; water resources and their impurities

A student making satisfactory progress in this course will receive a kit on loan.

Grade 12 Chemistry (C124S)

Prerequisite:
Grade 10 or Grade 11 Science or Grade 10 Mathematics or equivalent

This course is designed for the Science, Technology, and Trades Branch of the Four-Year Program. It contains units of study on matter; mixtures; physical and chemical changes; elements and compounds; atomic structure; oxygen and hydrogen; solutions; acids, bases and salts; metals; metallurgy; separation of ores; the chemistry of carbon; garden chemistry.

A student making satisfactory progress in this course will receive a kit on loan.

Grade 13 Biology (BY135)

Prerequisite:
Grade 12 Chemistry of any Program, or equivalent, or Grade 11 or 12 Biology of the Four-Year Program

This course is designed for all Branches of the Five-Year Program. Its purpose is to teach students enough detail of structure and function to enable them to understand the basic biological principles. The course provides ample background for those wishing to continue the study of Biology at university. It should enable all students to acquire a better understanding of life and a broader view of it.

Topics:
1. Energy Relationships
–This includes the changing of energy from one type to another; the study how cells carry out the chemical processes essential for maintaining life.
2. Reproduction
–cell division, genes, genetic code
3. Heredity
4. Evolution

Grade 13 Physics (P135)

Prerequisite:
Grade 11 Physics or equivalent

This course is intended for all Branches of the Five-Year Program. It is designed to present Physics to Grade 13 students, not as the study of a mere body of facts, but as a continuing process by which men seek to understand the nature of the physical world.

Topics:
1. Time, Space and Motion
–fundamentals of measurement; functions; motion along a straight-line path; motion in space
2. Optics and Waves
–how light behaves; the particle model of light; waves propagated in one dimension; waves propagated in two dimensions; interference; light and wave model
13. Mechanics
–law of inertia and Newton's law; motion in the earth's gravitational field; universal gravitation law and the solar system; momentum and the conservation of momentum; work and kinetic energy; potential energy
4. Electricity and Atomic Structure
–electric forces and electric charges; energy and motion of charges in electric fields; electric field and electric potential; the electromagnetic spectrum; Rutherford's model of the atom; photons; matter waves; energy levels; energy levels of hydrogen

Grade 13 Chemistry (C135)

Prerequisite:
Grade 12 Chemistry or equivalent

This course is designed for all Branches of the Five-Year Program. It is a continuation of the Grade 12 Chemistry course of the Five-Year Program.

Topics:
A review of the classification of materials and certain types of chemical reactions, laws, definitions and problems; the study of factors affecting the rate of reaction; equilibrium and reversible reactions; theories of atomic structure and ionization; solubility rules and activity series, reactions involving ionized substances; the concentration of solutions; chemical families; oxidation and reduction; iron and flame tests; colloids; organic chemistry

French

The courses in French offered through the Correspondence Courses are planned to give a good foundation in French grammar and in the skills of reading and writing the language. Help in pronunciation and in spoken French is introduced by means of gramophone records loaned to the student and by guidance to records and tape recordings available for purchase and to T.V. and radio programs.

Grade 9 French (F95ABS)
–for any Branch of the Five-Year Program

Prerequisite:
Grade 8, or equivalent

This course is for beginners, without previous knowledge of French. Students should select this course if they wish either to establish the basis for further study of French or to earn Grade 9 standing, for which French is an obligatory subject. The textbook used is *Cours Primaire de Français*. Practice is given in oral work.

Grade 10 French (F105ABS)
–for any Branch of the Five-Year Program

Prerequisite:
Grade 9 French, or equivalent

This course is the continuation of the Grade 9 course to the completion of the textbook, *Cours Primaire de Français*. It will be chosen by students intending to study French in Grades 11 and 12 or those wanting to qualify for a Grade 10 Statement of Standing in the Five-Year Program with inclusion of French as the second language. Authors: *Lectures Choisies* (Macmillan)

Grade 11 French (F115ABS)
–for any Branch of the Five-Year Program

Prerequisite:
Completion of Grade 9 and Grade 10 French, or equivalent

Students will take this course if they intend to continue the study of French in Grade 12 either as preparation for Grade 13 French or because they have selected French as one of their optional subjects towards the Secondary School Graduation Diploma of the Five-Year Program. In the textbook, *Cours Moyen Part I,* Lessons 1-12 are covered. For intensive reading the text is *Lisons Donc,* De Sauzé (Clarke, Irwin); for extensive reading or comprehension, the texts are *La Mission de Slim Kerrigan* (Clarke, Irwin) and *La Tulipe Noire* (Copp Clark). Practice is given in oral work.

Grade 12 French (F125ABS)
–for any Branch of the Five-Year Program

Prerequisite:
Completion of Grade 9, 10 and 11 French or equivalent

A student completing this course will have standing in the French option of the Secondary School Graduation Diploma of the Five-Year Program and will have the preparation he needs to begin Grade 13 French. *Cours Moyen Part I,* Lessons 13-26 are covered. For intensive reading the text is *Rions Ensemble* (University of Toronto Press); for extensive reading and comprehension the text is *Le Voyage de M. Perrichon* (Copp Clark). Additional reading is recommended. Practice is given in oral work.

Grade 13 French (F135)

Prerequisite:
Grade 12 French, or equivalent

The Course of Study in French combines authors and grammar. The authors for 1968-69 are given on page 16 of this booklet. Practice is given in free composition, objective tests, sight reading, dictation, comprehension. Completion of the course gives two credits towards Grade 13 standing.

French
–Four-Year Program Courses

Correspondence courses in French of the Four-Year Program are not offered. A student wishing to study French as a subject towards a Four-Year Program Secondary School Diploma or Statement of Standing may take the French courses of the Five-Year Program and apply these towards the Four-Year Program Diploma or Statement of Standing he is seeking to obtain.

Grade 10 Latin (L105ABS)
This course is intended for students in any Branch of the Five-Year Program. It covers about one-third of the prescribed text, *Latin for Canadian Schools*. Emphasis is placed upon the learning of vocabulary, declensions and verb forms so that the student may build a firm foundation for the more advanced requirements of Grade 11. Throughout the lessons, word derivation is stressed, and the student becomes increasingly aware of the importance of a knowledge of Latin to him in the mastery of English and the Romance languages. The course is enriched by the frequent inclusion of topics relating to Roman life.

Grade 11 Latin (L115ABS)
This course is intended for students in any Branch of the Five-Year Program. It demands Grade 10 Latin as a prerequisite and builds upon the foundation laid there. It covers the second third of the prescribed text, *Latin for Canadian Schools*. As in Grade 10, the student's attention is directed to vocabulary and word derivation. Since more time is now placed upon reading from Latin to English, the student is enabled to read many stories of Roman life in the original language. Increased skill in reading at sight as well as in translation from English to Latin is gained. This will prepare the student for Grade 12.

Grade 12 Latin (L125ABS)
This course is intended for students in any Branch of the Five-Year Program. It demands Grade 11 Latin as a prerequisite and builds upon the knowledge and skills gained there. It covers the last third of the prescribed text, *Latin for Canadian Schools*. It includes the reading of Latin authors, both poetry and prose, as given in the text, *Selected Latin Readings*. By a directed method of study of Latin grammar, the student will gain facility in translating from English to Latin in preparation for Grade 13. This will also help him to read for comprehension many Latin selections in the original language. The aim to treat Latin Authors as literature is kept to the fore, and the reading is presented concurrently with the detail required in Latin Composition.

Grade 13 Latin (L135)
This course is intended for students in any Branch of the Five-Year Program. It is a continuation of the work of the earlier grades and it demands Grade 12 Latin as a prerequisite. The completion of this course gives two credits towards Grade 13 standing. There are four major areas of instruction – translation and study of Latin prose authors, translation and study of Latin poetry, translation of English into Latin, and the translation of Latin prose selections at sight. Knowledge of content and literary style will be stressed. The student will become acquainted with the works of Roman writers who lived in the "Golden Age" of Latin literature. He will read selections from Caesar, Cicero, Sallust, Catullus, Horace and Vergil. Because of their universal appeal, the works of these authors have been truly called "Classics".

Latin
–Four-Year Program Courses
Correspondence courses in Latin of the Four-Year Program are not offered. A student wishing to study Latin as a subject towards a Four-Year Program Secondary School Diploma or Statement of Standing may take the Latin courses of the Five-Year Program and apply these towards the Four-Year Program Diploma or Statement of Standing he is seeking to obtain.

Grade 9 Business Practice (BP95B-4ABS)

Prerequisite:
Grade 8, or equivalent

This course is intended for students in the Business and Commerce Branch of the Five-Year Program and students in all Branches of the Four-Year Program.

This course is designed to acquaint the student with fundamental knowledge of the practices useful in personal business transactions. This is a very elementary course and is not recommended for a mature student.

Topics:
Buying a Home; Use of Community Services; Methods of Communication; Planning a Trip; Employment; Cash Records; Spending Money; Banking Procedures; The Community in Which We Live; The Treasurer of an Organization; Our Governments; Business Activities in Producing and Selling Goods and Services; Business Careers

Grade 9 Typewriting I (T95-4ABS)

Prerequisite:
Grade 8, or equivalent

This course is intended for students in all Branches of the Five-Year Program and the Four-Year Program.

This is a beginners' course, teaching the basic techniques for using the typewriter. (The student must supply his own typewriter.)

Topics:
The Typewriter; Techniques in Touch Typing; Learning the Keyboard; Word Division; Horizontal and Vertical Centering; Business and Personal Letters; Tabulation; Composition at the Typewriter; Making and Correcting Rough Drafts

Grade 10 Typewriting II (T105-4ABS)

Prerequisite:
Grade 9 Typewriting I (T95-4ABS), or equivalent

This course is intended for students in all Branches of the Five-Year Program and the Four-Year Program.

This course in Typewriting is designed to develop and expand the theory and skills taught in Typewriting I. A student who completes the course rates as the equivalent to a junior typist in a business office.

Topics:
Review and Development of Basic Skills; Special Details Involving: Care of the Typewriter, Changing Ribbons, Punctuation, Special Characters, Typing Numbers, Abbreviations and Contractions; Advanced Tabulation; Typing Business Forms, Reports, Rough Drafts; Composition; Making Corrections; Business Letters; Carbon Copies; Typing Spirit and Stencil Masters

Grade 10 Bookkeeping I (BK105-4ABS)

Prerequisite:
Grade 8, or equivalent

This course is intended for students in all Branches of the Five-Year Program and the Four-Year Program.

This is the first year of a two-year Bookkeeping course. This course covers all the work of Grade 10 Bookkeeping and approximately one-half of Grade 11 Bookkeeping as taught in day school.

Topics:
Introduction; Balance Sheet; Profit and Loss; The Journal; The Ledger; The Work Sheet; Preparing Financial Statements; Simple Adjusting and Closing Entries; Special Journals; Credit Purchases and Accounts Payable; Credit Sales and Accounts Receivable; Cash Journals; Six-Column General Journal; Practice Set

Grade 10 Business Mathematics (BM105B)

Prerequisite:
Grade 8 or equivalent

This is a one-year course offered at the Grade 10 level. It does not prepare a student for any other course in Business Mathematics. It is taken by a student wishing to obtain a Grade 10 Statement of Standing in the Five-Year Business and Commerce Program (Bookkeeping stream), or by a student wishing to study the subject for personal development. The aim of the course is to provide the student with an over-all working knowledge of business mathematics.

Topics:
Review of Fundamental Operations (Addition, Subtraction, Multiplication, Division, Fractions, Stressing Short Methods and Checks and Proofs); Percentage; Problems in Banking; Invoicing; Profit and Loss; Purchasing Personal Property; Commissions; Real Estate; Foreign Exchange; Municipal and Excise Taxes; Compound Interest

Grade 10 Business Mathematics (BM104BS)

Prerequisite:
Grade 8 or equivalent

This course is intended for students in the Four-Year Business and Commerce or Science, Technology, and Trades Programs.

The aim of this course is to improve the student's accuracy and speed in fundamental operations and to apply these techniques to practical business problems. It prepares a student for the Grade 11 course in Business Mathematics.

Topics:
Fundamental Operations; Fractions; Percentage; Problems in Banking; Invoicing; Calculating Profit and Loss; Business Graphs; Algebra (Addition, Subtraction, Multiplication and Division of Monomials; First-Degree Equations; Formulae)

Shorthand I (SH105-114ABS)

Prerequisite:
Typewriting would be an asset.

This course is intended for students in all Branches of the Five-Year Program and the Four-Year Program.

This is an introductory course in Pitman Shorthand. Completion of this course gives a student standing in Shorthand to the end of Grade 10 if he is a Five-Year Business and Commerce student, and to the end of Grade 11 if he is a student in any Four-Year Program or in the Five-Year Arts and Science Program.

Topics:
The course covers all the work of the Pitman New Basic Course, with additional transcription material supplied in the course lessons, and controlled dictation provided by means of records. The student must be able to obtain a record player capable of playing at 45 r.p.m. Records are supplied.

Grade 11 Office Practice (OP115-4ABS)

Prerequisite:
Typewriting II (T105-4ABS), or equivalent

This course is intended for students in all Branches of the Five-Year Program and the Four-Year Program.

This is an advanced typewriting course. It is designed to increase speed and proficiency in the operation of the typewriter, and in the handling of business forms.

Topics:
Punctuation; Centering; Business Letters; Inter-Office Communication; Filing; Statistical Typing; Statement of Account; Handling the Mail; Postal Regulations; The Telephone; Transportation; Legal Forms; Banks and Banking; Office Equipment; Stencil Duplicating; Telegrams and Cablegrams.

Grade 11 Business Mathematics (BM114BS)

Prerequisite:
Grade 10 Business Mathematics (BM104BS), or equivalent

This course is intended for students in the Four-Year Business and Commerce or Science, Technology, and Trades Programs.

Topics:
Review of Grade 10 Algebra with emphasis on manipulation of Business Formulae; Buying an Automobile; Instalment Buying and Selling; Buying and Selling Real Estate; Insurance (Life, Fire and Property); Buying and Selling on Commission; Payroll; Practical Measurements

Grade 11 Business Organization and Management (BO115-4ABS)

Prerequisite:
Standing in any secondary school commercial course or English course

This course is intended for students in all Branches of the Five-Year Program and the Four-Year Program.

This is an introductory course in business organization and management. It is not intended to qualify a person to be a business administrator or manager. It is designed to develop in the student a more appreciative understanding of the role that business occupies in our society.

Topics:
Classifications of Business; How Businesses are Owned; Business Expansions; Government's Role in Business; Organization of the Business; Production; Materials Handling and Purchasing; Marketing and Sales Promotion; Finance Department; Personnel Department; Labour Relations

Grade 11 Marketing I (MK115A-4ABS)

Prerequisite:
Standing in any secondary school commercial course or English course

This course is intended for students in all Branches of the Four-Year Program and for students in the Five-Year Arts and Science Program.

This is an introductory course in marketing. The course is intended to give the student an understanding of the various aspects of marketing as activities essential to the well-being of the entire economy. The course will cover such fields as retail merchandising and market research. However, the primary emphasis throughout this course will be on salesmanship and the sales routine.

Topics:
Marketing as a Process; Channels of Distribution; Retailing; Financing Operations; Store Location; Display; Colour and Design; Customer Analysis; Salesmanship

Bookkeeping II (BK115-124ABS)

Prerequisite:
The correspondence course in Bookkeeping I (BK105-4ABS) or standing in either Grade 10 Bookkeeping of the Five-Year Business and Commerce Program or Grade 10 or Grade 11 Bookkeeping of the Four-Year Business and Commerce Program obtained at school

This course is intended for students in all Branches of the Five-Year Program and the Four-Year Program.

This is the second year of a two-year course, completion of which will give the student standing in Bookkeeping to the end of Grade 11 if he is a Five-Year Business and Commerce student and to the end of Grade 12 if he is a student in any Four-Year Program or Five-Year Arts and Science Program. The course is designed to expand and extend knowledge of double entry bookkeeping.

Topics:
Drafts and Promissory Notes; Petty Cash and Cash Payments; Cash Receipts and Bank Reconciliation; Adjustments; Classification and Analysis of Financial Statements; Partnerships; Payroll; Columnar Special Journals; Voucher System; Synoptic Journal; Non-Trading Organizations

Shorthand II (SH115-124ABS)

Prerequisite:
Shorthand I (SH105-114ABS), or equivalent, and at least
Grade 10 Typewriting

This course is intended for students in all Branches of the Five-Year Program and the Four-Year Program.

Completion of this advanced course in Shorthand gives a student standing in Shorthand to the end of Grade 11 if he is a Five-Year Business and Commerce (secretarial) student or to the end of Grade 12 if he is a student in any Four-Year Program or Five-Year Arts and Science Program. It is primarily a dictation and transcription course designed to build up a student's speed in taking dictation and transcribing it at the typewriter.

Topics:
The course covers all the work of the *Pitman Shorthand Dictation and Transcription* text. This includes a review of the theory of Shorthand I with increased emphasis on short forms, contractions, intersections, phrasing, etc. The student's shorthand vocabulary is greatly expanded. Records for dictation purposes are lent free of charge by the Correspondence Courses. The student must be able to obtain a record player capable of playing at both 45 and 33⅓ r.p.m.

Grade 12 Business Law (BL125-4ABS)

Prerequisite:
Standing in any secondary school commercial course or English course

This course is intended for students in all Branches of the Five-Year Program and the Four-Year Program.

This is an introductory course in Canadian business law, designed to provide a student with some knowledge of the law as it applies to ordinary business and private affairs. The student may develop some knowledge of his legal rights and obligations, and learn to recognize situations in which he should obtain professional legal advice. The course does not prepare him to handle legal affairs.

Topics:
Origin and Administration of Law; Law of Torts; Law of Contracts; Negotiable Instruments; Principal and Agent; Master and Servant; Personal Property; Bailments; Conditional Sales; Law of Real Property; Partnerships; Limited Companies; Insurance; Wills and Inheritance

Grade 12 Marketing II (MK125A-4ABS)

Prerequisite:
Standing in any secondary school commercial course or English course; standing in Marketing I (MK115A-4ABS) is not a prerequisite but would be beneficial.

This course is intended for students in all Branches of the Four-Year Program and for students in the Five-Year Arts and Science Program.

This course is a further study in marketing principles. Primary emphasis throughout this course will be on advertising and sales promotion.

Topics:
Sales Promotion; Selecting and Pricing Merchandise for the Store; Ethics; Credit; Collection; Packaging; Labelling; Trade Marks; Brand Names and Slogans; Inventory Control

Grade 12 Business Mathematics (BM124BS)

Prerequisite:
Grade 11 Business Mathematics (BM114BS), or equivalent

This course is intended for students in the Four-Year Business and Commerce or Science, Technology, and Trades Programs.

Topics:
Income Tax Procedure; Compound Interest; Buying and Selling of Stocks and Bonds; Foreign Exchange; Excise Taxes and Customs Duties; An Introduction to Computers; An Introduction to Statistics

Grade 12 Accountancy (AC125-4ABS)

Prerequisite:
The correspondence course in Bookkeeping II or standing in Grade 12 Bookkeeping obtained in school

This course is intended for students in all Branches of the Five-Year Program and the Four-Year Program.

This course teaches basic Canadian accountancy procedures. It is not designed to prepare a person to be a professional accountant; for that objective, study with a professional accounting society is required.

Topics:
Introduction to Accounting; Manufacturing Accounting; Departmental Accounting; Partnerships; Limited Liability Companies; Cost Accounting

Grade 13 Accountancy Practice (AP135)

Prerequisite:
The correspondence course in Grade 12 Accountancy (AC125-4ABS), or equivalent (Grade 12 Bookkeeping obtained at school does not admit a student to this course.)

This is an advanced course in Accounting. It gives one Grade 13 credit towards a Secondary School Honour Graduation Diploma, but a student intending to use this credit towards university entrance should find out if it is accepted as an admission credit by the university he hopes to attend.

Topics:
Bonds; Reserves and Allowances; Interpretation of Accounting Data; The Voucher System; Developments in Accounting Procedures

DEPT. OF EDUCATION
HISTORICAL COLLECTION

IV VOCATIONAL COURSES

1. Canadian Vocational Correspondence Courses

Correspondence courses in a number of vocational fields have been prepared by various Canadian provinces in co-operation with the Federal Government. By agreement between the Departments of Education of the provinces these courses, called the Canadian Vocational Correspondence Courses, are offered to adults living in any part of Canada on the payment of a nominal fee.

The courses are likely to be useful to tradesmen or others wishing to learn something of the theories and principles of a particular trade. Completion of any of the courses does not give standing towards any secondary school diploma and does not confer certification in any trade. Correspondence courses are not offered in secondary school technical and vocational subjects.

The Canadian Vocational Correspondence Courses prepared by Ontario are as follows:

Automotive Mechanics I:
This course covers the fundamental principles of the construction and operation of the essential mechanical and electrical units of the typical modern automobile.

Automotive Mechanics II:
This course covers methods of servicing, reconditioning and remanufacturing automobile engines, and the operation and servicing of the common types of carburetors. Each lesson includes a project based on practical observation.

Automotive Mechanics III:
This course covers the electrical systems of the modern automobile and gives a general outline for servicing them.

Carpentry I:
This course covers the fundamental principles of woodworking.

Carpentry II:
This course describes the operations required to complete the framework and outside finish of a frame house.

Carpentry III:
This course has as its main topics the trim and inside finish of a house.

Machine Shop Practice I:
This course covers the fundamental principles and operations of bench work.

Machine Shop Practice II:
This course covers the fundamental principles and operations of machines commonly used in a machine shop.

Machine Shop Practice III:
This course covers more advanced bench and metallurgical work.

Radio Theory and Practice I:
This course covers the fundamental principles of electricity and the operation of standard receiving sets.

Radio Theory and Practice II:
This course covers radio servicing.

Each of the Ontario courses consists of 20 lessons. Each lesson requires ten or more hours of study and includes a written assignment which may be sent in for correction. A student must make his own arrangements for accomplishing any practical work suggested. No additional textbook need be purchased, but a list of supplementary references is provided. Any of the courses may be commenced at any time. Application Form D can be obtained from the Correspondence Courses.

The fee for each of the Canadian Vocational Correspondence Courses prepared by Ontario is $10. A money order for this amount must accompany the student's application for enrolment. The money order should be made payable to the Treasurer of Ontario.

Some of the Canadian Vocational Correspondence Courses prepared by provinces other than Ontario are in subjects not offered by Ontario. The following are a few examples. Further particulars about these courses and application forms may be obtained from the addresses given.

Blueprint Reading:
Vocational Correspondence Courses
Box 2210, Halifax, Nova Scotia

Commercial Art:
Director of Secondary School Correspondence Instruction
Department of Education
Victoria, British Columbia

Vocational Correspondence Courses
Box 2210, Halifax, Nova Scotia

Drafting:
Director of Secondary School Correspondence Instruction
Department of Education
Victoria, British Columbia

Vocational Correspondence Courses
Box 2210, Halifax, Nova Scotia

Electricity:
Director of Secondary School Correspondence Instruction
Department of Education
Victoria, British Columbia

Vocational Correspondence Courses
Box 2210, Halifax, Nova Scotia

Stationary and Power Engineering:
Correspondence Instruction Division
Southern Alberta Institute of Technology
Calgary, Alberta

Correspondence Courses
Department of Vocational Education
Fredericton, New Brunswick

Vocational Correspondence Courses
Box 2210, Halifax, Nova Scotia

Diesel Engines:
Director, Secondary School Correspondence Instruction
Department of Education
Victoria, British Columbia

Oxy-Acetylene Welding:
Government Correspondence School
Department of Education
Regina, Saskatchewan

All courses prepared in Quebec are in the French language. The Quebec courses are available to French-speaking students anywhere in Canada. Information about them may be obtained from the following address:

Service des Cours par correspondance
407 boulevard St. Laurent
Montréal 1, Québec

2. Other Sources for Vocational Courses

Ontario has many institutions offering vocational training through day or evening classes.

A person wishing to obtain standing in secondary school technical or vocational subjects should enquire at his local secondary school about the possibility of covering the subjects in class.

A person wishing to obtain training as a tradesman or standing as a technician should enquire about the availability of courses at the following:

A. Colleges of Applied Arts and Technology in these locations:

Barrie
Georgian College, 165 Wellington Street West, Barrie

Brampton
Sheridan College, 98 Church Street East, Brampton
Lorne Park Campus, 1460 South Sheridan Way, Port Credit

Fort William
Confederation College, 154 North May Street, Box 398, Fort William

Hamilton
Mohawk College, 220 Dundurn Street South, Hamilton

Kingston
St. Lawrence College, Box 6000, Van Order Drive, Kingston
Cornwall Campus, Box 399, 1500 Cumberland Street, Cornwall

Kitchener
Conestoga College

London
Fanshawe College, Box 4005, 1460 Oxford Street East, London

Oshawa
Durham College, Simcoe Street North, Oshawa

Ottawa
Algonquin College, 1385 Woodroffe Avenue, Ottawa 5
Business Campus, 224 Carling Avenue, Ottawa 1
Rideau Campus, 200 Lees Avenue, Ottawa

Peterborough
Sir Sandford Fleming-Loyalist College
Box 653, 526 McDonnell Street, Peterborough

Loyalist Campus, Palmer Road, Belleville

Sarnia
Lambton College, Box 969, South Vidal Street, Sarnia

Scarborough
Centennial College, 651 Warden Avenue, Scarborough

Sudbury
Cambrian College, 261 Notre Dame Avenue, Sudbury
North Bay Campus, Box 478, Worthington at Ferguson, North Bay
Sault Ste. Marie Campus, Box 60, 443 Northern Avenue, Sault Ste. Marie

Timmins
Northern College, Box 1062, 155 Pine Street South, Timmins
Porcupine Campus, Box 160, South Porcupine
Kirkland Lake Campus, 118 Government Road East, Kirkland Lake
Haileybury Campus, Box 428, Haileybury

Toronto
George Brown College, 21 Nassau Street, Toronto 2B
Dartnell Campus, 37 Dartnell Avenue, Toronto 4
Humber College, 3495 Lakeshore Boulevard West, Toronto 14

Welland
Niagara College, Box 248 Woodland Road, Welland

Willowdale
Seneca College, 43 Sheppard Avenue East, Willowdale

Windsor
St. Clair College, 660 Ouellette Avenue, Windsor

B. Ryerson Polytechnical Institute, 50 Gould Street, Toronto 2

C. any secondary school where Advanced Evening Technical Courses (ATEC) are offered

Ontario residents wishing information about apprenticeship training should apply to the Industrial Training Branch, Department of Labour, 74 Victoria Street, Toronto.